

COPY 2

S/S by 15 July 1998

FM 1-300

FLIGHT OPERATIONS PROCEDURES

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

HEADQUARTERS, DEPARTMENT OF THE ARMY

Pentagon Library (ANR-PL)
ATTN: Military Documents Section
Room 1A518, Pentagon
Washington, DC 20310-6050



5

5

1



5

5



FLIGHT OPERATIONS PROCEDURES

CONTENTS

	Page
PREFACE	v
CHAPTER 1 AIRFIELD OPERATIONS	
1-1. Organization and Staff	1-1
1-2. Personnel Qualifications and Duties.	1-3
1-3. Personnel Constraints.	1-8
CHAPTER 2 FLIGHT DISPATCH BRANCH	
2-1. Personnel and Responsibilities	2-1
2-2. Airfield Flight Operations	2-2
2-3. Communications Center.	2-10
2-4. Flight Plans	2-13
2-5. Message Coordination	2-13
2-6. Flights Near Sensitive Borders	2-18
2-7. Restricted Area Usage.	2-18
2-8. Search and Rescue Procedures (VFR Aircraft).	2-19
2-9. VIP and Transient Services	2-19
2-10. Airfield Service Requirements.	2-19
2-11. Joint-Use Airfield	2-23
2-12. Airfield Facility Recreational Use	2-24
CHAPTER 3 AIRFIELD SERVICES BRANCH	
3-1. Personnel and Responsibilities	3-1
3-2. Airfield Markings.	3-2
3-3. Airfield Maintenance	3-5

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

*This publication supersedes FM 1-300, 31 October 1986.

CHAPTER 4 PETROLEUM, OILS AND LUBRICANTS SERVICES BRANCH

- 4-1. Personnel and Responsibilities 4-1
- 4-2. Aircraft Refueling (Servicing) 4-2
- 4-3. POL Handling and Safety. 4-3

CHAPTER 5 AVIATION UNIT OPERATIONS**Section I Garrison Operations**

- 5-1. Personnel and Responsibilities 5-1
- 5-2. Mission Scheduling 5-5
- 5-3. Dispatch Facilities. 5-6
- 5-4. Flight Planning Area 5-7
- 5-5. Aircrew Training 5-7
- 5-6. Operations Training and Evaluation 5-8
- 5-7. Aircraft Servicing 5-8

Section II Tactical Operations

- 5-8. Training 5-8
- 5-9. Tactical Planning. 5-10
- 5-10. Alert Notification 5-11
- 5-11. Duties and Responsibilities. 5-11
- 5-12. Records and Reports. 5-13
- 5-13. Tactical Operations Center 5-14
- 5-14. Jump TOC Operations. 5-19
- 5-15. Operations and Situation Maps. 5-19
- 5-16. Aircrew Missions 5-20
- 5-17. Combat Search and Rescue Operations. 5-20

CHAPTER 6 SAFETY

- 6-1. Aircraft Accident Prevention 6-1
- 6-2. Preaccident Plan 6-1
- 6-3. Contingency Plans. 6-2
- 6-4. Aircraft Accident Investigation. 6-3
- 6-5. Operational Hazard Report. 6-3
- 6-6. Hazardous Material 6-4
- 6-7. Aircraft Fire-Fighting and Crash and Rescue
Services 6-5

CHAPTER 7 FLIGHT RECORDS**Section I General**

- 7-1. Forms and Records. 7-1
- 7-2. Flight Records Closeout. 7-3

	Page
7-3. Individual Flight Records Folder	7-3
7-4. Flying Status Authorization.	7-8
7-5. Incentive Pay.	7-10
7-6. Aircrew Training Program Requirements.	7-14
7-7. Symbols.	7-15
7-8. Flight Time Transcription.	7-17

Section II Automated Flight Records

7-9. Automated Flight Record System	7-20
7-10. Program.	7-20
7-11. Forms and Symbols.	7-20
7-12. Master Files	7-21
7-13. Closeouts.	7-21
7-14. Flight Records Receipt and Transfer.	7-21
7-15. Nonrated Crew Member Flight Record Management.	7-22

Section III Manual Flight Records (Rated Crew Member)

7-16. Temporary Work Sheet	7-22
7-17. Aircraft Closeout Summary.	7-28
7-18. DA Form 759 Closeout	7-34

Section IV Manual Flight Records (Nonrated Crew Member)

7-19. Temporary Work Sheet	7-43
7-20. Consolidation Work Sheet	7-53
7-21. Aircraft Closeout Summary.	7-62
7-22. DA Form 759 Closeout	7-73

APPENDIX A. AIRFIELD MANAGEMENT CONSIDERATIONS	A-1
APPENDIX B. FACILITY MEMORANDUM, OPERATIONS LETTER, AND LETTER OF AGREEMENT.	B-1
APPENDIX C. EMERGENCY PLANS AND PROCEDURES	C-1
APPENDIX D. FLIGHT INFORMATION PUBLICATIONS AND RELATED AERONAUTICAL PRODUCTS.	D-1
APPENDIX E. POSITION RESPONSIBILITY TRANSFER	E-1
APPENDIX F. SERVICE B SYSTEM	F-1
APPENDIX G. RESTRICTED AREA USAGE FOR NATO MILITARY AIRCRAFT	G-1
APPENDIX H. AIRCREW MISSION BRIEFING	H-1

	Page
APPENDIX I. MONTHLY EXCEPTION CERTIFICATION AND CERTIFICATE OF INCAPACITATION.	I-1
GLOSSARY	Glossary-1
REFERENCES	References-1
INDEX	Index-1

PREFACE

This manual is designed to be a one-source document that focuses on the aspects of flight operations. While this manual contains guidelines for commanders and aviators, it is primarily intended for use by flight operations personnel. It outlines the organization and services of flight operations and explains personnel qualifications, duties, and responsibilities. In addition, this manual provides information on the following subjects: flight dispatch branch; airfield services branch; petroleum, oils and lubricants services branch; aviation unit operations; safety; and flight records.

The proponent of this publication is HQ TRADOC. Send comments and recommendations on DA Form 2028 directly to Commander, US Army Aviation Center, ATTN: ATZQ-TDC, Fort Rucker, AL 36362-5263.

This publication implements portions of STANAG 2952 (Edition One), Procedures for Providing Restricted Areas for NATO Military Aircraft While Using Military Airfields of Other NATO Nations.

Unless this publication states otherwise, masculine nouns and pronouns do not refer exclusively to men.

This publication has been reviewed for operations security considerations.



CHAPTER 1**AIRFIELD OPERATIONS**

An Army airfield normally is the hub for aviation support operations and tactical aviation training activities of the command. This chapter briefly describes how the airfield is organized and staffed.

1-1. ORGANIZATION AND STAFF

A recommended airfield organization is shown in Figure 1-1. The command element has supervisory responsibility for airfield operations and joint responsibility for ATC operations. The ATC headquarters provides command and support to ATC personnel. Day-to-day operations of the ATC facility are under the control and authority of the airfield chain of command.

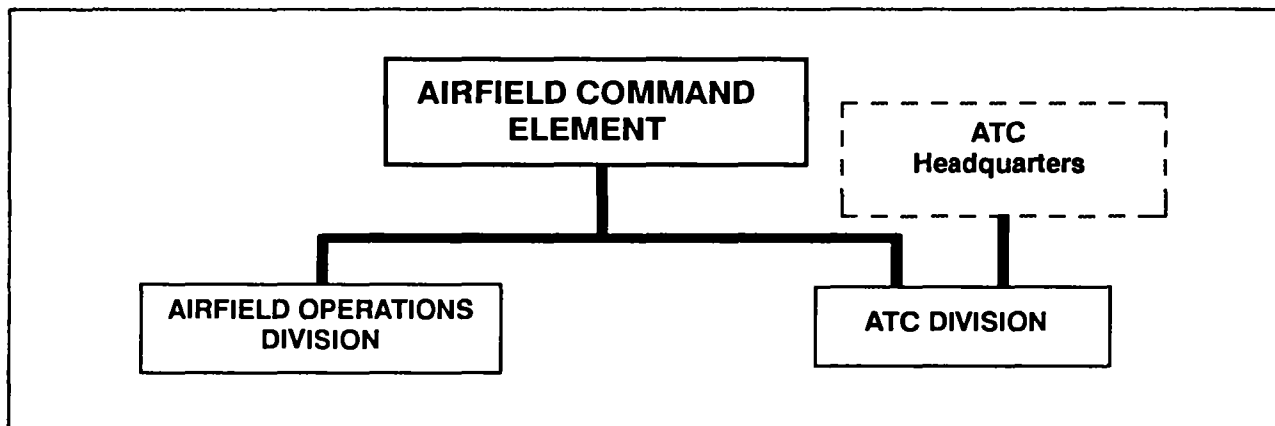


Figure 1-1. Airfield organization

a. Airfield Operations Division.

(1) The airfield operations division is shown in Figure 1-2. It consists of a flight dispatch branch, an airfield services branch, and a POL services branch. The flight dispatch branch is discussed in Chapter 2, the airfield services branch in Chapter 3, and the POL services branch in Chapter 4.

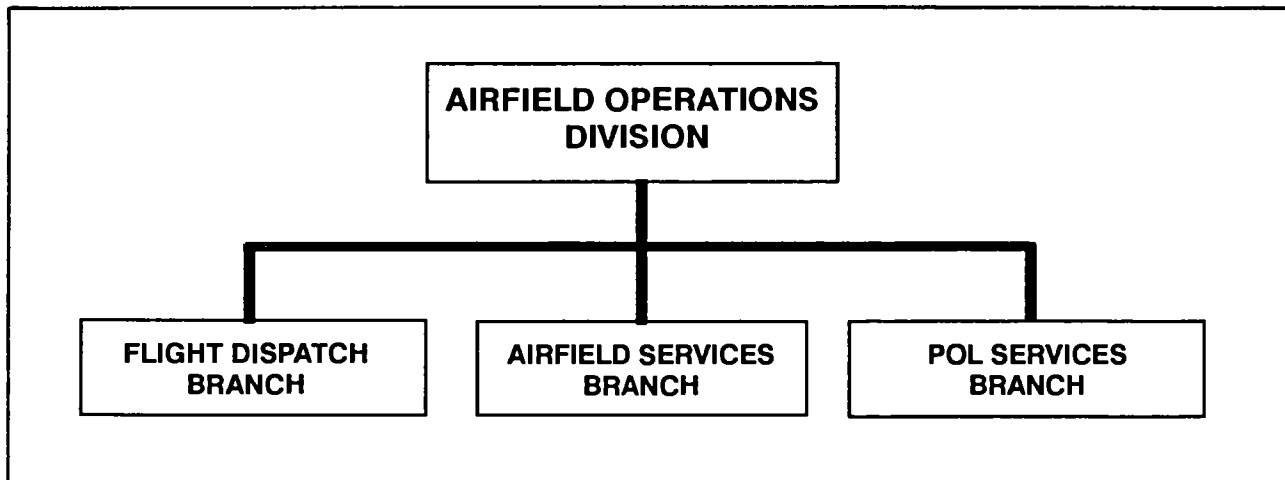


Figure 1-2. Airfield operations division

(2) The staff of the airfield operations division consists of an operations officer, a safety officer, an airfield NCOIC, and a clerk-typist. It may include an air traffic and airspace officer.

b. ATC Division.

(1) The organization of the ATC division, shown in Figure 1-3, depends on the number and type of navigational aids and services provided by the airfield. At a minimum, the division will include an ATC section and an ATC maintenance section.

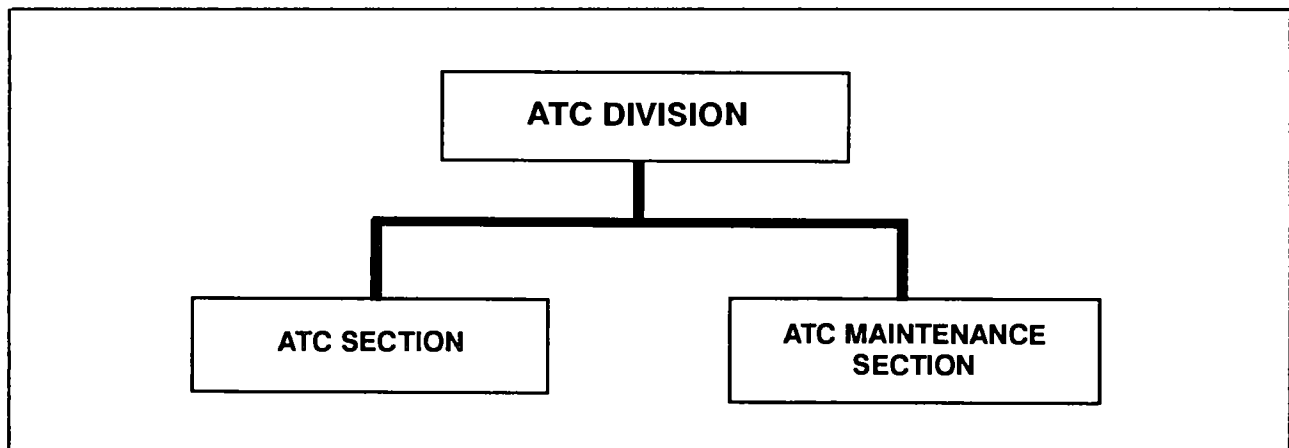


Figure 1-3. ATC division

(2) The ATC division is supervised by either an ATC officer or an ATC chief who is the senior facility NCO. Additional staff includes a training NCO and possibly clerical support.

(3) Section organization and specific duties within the ATC division are described in more detail in FM 1-303. Some ATC duties are outlined in paragraph 1-2.

1-2. PERSONNEL QUALIFICATIONS AND DUTIES

a. Airfield Commander.

(1) Qualifications. The airfield commander--

(a) Is appointed by the commander of the organization who has controlling authority of the airfield property.

(b) Is an experienced aviator (civilian or military) with some supervisory or command time.

(c) Holds a current military pilot rating or is employed as a DA FAA-certified civilian pilot with a current FAA airman's medical certificate.

(2) Responsibilities. The airfield commander--

(a) Has primary supervisory and management responsibility for the airfield.

(b) Publishes the local flying rules.

(c) Attends installation planning committee meetings and provides input on issues that affect the airfield.

(d) Attends installation flight standardization committee meetings and provides input on issues that affect the airfield and the local flying area.

(e) Works with local civil authorities, public relations personnel, and liaison officers concerning public relations matters. Examples include noise complaints, environmental issues, public events, and aircraft accidents or incidents.

(f) Works with local contracting offices on airfield services that are not provided by permanent airfield facilities or personnel. Examples include cutting grass, removing snow, painting the airfield, testing electrical grounds,

and performing other periodic or routine maintenance. The installation comptroller; Directorate of Engineering and Housing; Directorate of Plans, Training, Mobilization, and Security; and other logistic organizations will be involved in the contracting and hiring process.

(g) Works with the Directorate of Civilian Personnel on matters relating to the hiring, termination, transfer, and evaluation of civilian employees.

(h) Sets airfield policy and provides guidelines for the use of airfield property by tenant organizations. Examples include parking areas, hours of operation, airfield services, complaint procedures, and interorganization working agreements.

(i) Maintains accountability for installation property within the airfield environment.

(j) Develops air crash, search, and rescue requirements in coordination with the aviation safety officer, medical personnel, fire fighters, and other appropriate authorities.

(k) Provides area map coverage.

NOTE: The responsibilities listed above are neither all-inclusive nor directive in nature. Appendix A contains a list of airfield management considerations.

b. Airfield Operations Officer.

(1) Qualifications. The airfield operations officer--

(a) Is appointed by the airfield commander.

(b) Is an experienced aviator (civilian or military) in one or more of the types of aircraft normally flown at the airfield.

(2) Responsibilities. The airfield operations officer--

(a) Provides input to the local flying rules that pertain to aircrew procedures. Some examples are the filing of flight plans, the use of airfield services, and the joint use of airspace. Other examples include airfield facility use, night operation agreements, noise abatement, NOE training area rules, and other special interest areas. The input provided by the operations officer is aligned with input provided by the AT&A officer, the ATC chief, and the safety officer.

(b) Supervises the flight dispatch branch, the POL services branch, and the airfield services branch.

(c) Ensures that the local hazard map is kept current.

(d) Ensures that airfield facilities are adequate and kept in good repair.

(e) Develops a preaccident plan in cooperation with the ATC chief, the safety officer, the flight dispatch chief, and other personnel from responding agencies.

(f) Reviews personnel training programs for the flight dispatch branch, POL services branch, and airfield services branch.

(g) Recommends personnel for appointment to accomplish specific duties that are not covered in the general duty description. Examples include serving as the building fire warden or the building safety monitor.

c. Air Traffic Control Chief.

(1) Qualifications. AR 95-2 outlines the qualification requirements for the ATC chief.

(2) Responsibilities. The ATC chief--

(a) Supervises all ATC activities on and around the airfield. This includes notifying the flight dispatch branch of outages in navigational or communication systems so that the branch can then notify aircrews operating in the area.

(b) Provides input to the local flying rules on ATC related matters.

(c) Writes operations letters and letters of agreement. These letters establish working agreements between the ATC, flight dispatch, weather, and other sections when clear delineation of authority and responsibility is necessary. (Appendix B shows a sample of an operations letter and a sample of a letter of agreement.)

(d) Establishes ATC training programs to maintain controller currency. Coordinates with the operations division so that aircrews will fly maneuvers needed for ATC currency requirements.

(e) Assists the operations officer in writing the aircraft (or other) mishap plan. (Appendix C discusses emergency plans and procedures.)

(f) Maintains accurate air traffic records. These records help personnel investigate aircraft accidents or incidents and operational hazard reports. They also help personnel locate missing aircraft.

(g) Advises the AT&A officer on airspace matters and assists him in performing his duties.

d. **Air Traffic and Airspace Officer.** Commanders of units whose mission impacts on the national airspace or host national airspace will designate an installation AT&A officer in accordance with AR 95-2.

(1) **Qualifications.** AR 95-2 outlines the qualification requirements for the AT&A officer.

(2) **Responsibilities.** The AT&A officer--

(a) Represents the airfield commander on all airspace-related matters. Examples include joint-use airspace, special-use airspace, altitude restrictions, restricted areas, range restrictions, training areas, areas of overlapping control for ATC purposes, and joint service agreements.

(b) Provides input to the local flying rules on airspace-related matters.

(c) Maintains liaison with local FAA and/or host government agencies.

e. **Airfield Safety Officer.**

(1) **Qualifications.** The airfield safety officer--

(a) Holds a current military pilot rating or is employed as a DA FAA-certified civilian pilot with a current FAA airman's medical certificate.

(b) Is a graduate of the Aviation Safety Officers Course conducted at the US Army Safety Center, Fort Rucker, Alabama, or has completed equivalent training.

(2) **Responsibilities.** The airfield safety officer--

(a) Represents the airfield commander on all safety-related matters.

(b) Performs duties outlined in AR 385-95, DA Pamphlet 385-95, and TC 1-210.

(c) Investigates accidents or incidents involving aircraft or airfield personnel or equipment.

(d) Assists the operations officer in writing the aircraft (or other) mishap plan. (Appendix C discusses emergency plans and procedures.)

(e) Conducts airfield and safety inspections and advises airfield personnel on safety-related matters.

(f) Schedules and conducts safety meetings and advises the airfield commander of potential problem areas.

(g) Provides input to the local flying rules on safety-related matters.

f. Flight Operations Chief.

(1) Qualifications. The flight operations chief--

(a) Should be a graduate of the Flight Operations Coordinator Course conducted at Fort Rucker, Alabama.

(b) Should have a working knowledge of flight dispatch procedures.

(c) Should be a graduate of the Aviation Accident Prevention Course for NCOs conducted at the US Army Safety Center, Fort Rucker, Alabama, or should have equivalent training.

(d) Should have completed the basic NCO course for the 93P MOS.

(2) Responsibilities. The flight operations chief--

(a) Performs airfield NCOIC duties.

(b) Assists the airfield operations officer and the airfield safety officer in performing their duties.

(c) Supervises the flight dispatch branch and acts as the flight dispatch chief.

(d) Writes SOPs for the airfield operations division and the flight dispatch branch.

(e) Assists the ATC chief in developing operations letters and letters of agreement.

(f) Develops and conducts training programs.

(g) Ensures that required publications are current and available.

(h) Maintains accountability for installation property in the operations and flight dispatch areas.

1-3. PERSONNEL CONSTRAINTS

a. Personnel organization and duties performed depend on the size and structure of the airfield and the size of the unit or units that the airfield supports. In some cases, the airfield will not have all the positions outlined in the preceding paragraphs. In those cases where personnel and positions are not available, some functions will be consolidated.

(1) A typical consolidation occurs when the airfield does not have positions for both an airfield commander and an operations officer. In this case, the incumbent who meets the qualifications of both positions will accomplish both functions. Likewise, a consolidation of functions occurs when an AT&A officer is not designated. In this case, there may be a regional AT&A officer or possibly an ATC officer who is also an aviator who may be able to fulfill two functions.

(2) Another typical consolidation is to combine the aviation safety NCO function with the airfield operations NCO function. However, this type of consolidation is only recommended for small airfields.

b. The airfield services branch will be a separate branch only on large airfields. Emergency services are contracted at small- and medium-size airfields, and the airfield NCOIC assumes responsibility for the transient and VIP services capability. The POL services branch accomplishes some airfield maintenance functions when they are within the scope of general maintenance and upkeep. Other duties described in Chapter 3 are divided among the personnel who are most qualified to perform them.

c. Consolidation of functions can be accomplished only when the size of the airfield and traffic density are compatible with a smaller staff. Overconsolidation can become a hazard to the safe operation of the airfield and can cause a loss of services.

CHAPTER 2

FLIGHT DISPATCH BRANCH

Each branch in the airfield organization has specific responsibilities assigned to it as part of the airfield operations. This chapter discusses the functions of the flight dispatch branch.

2-1. PERSONNEL AND RESPONSIBILITIES

Personnel in the flight dispatch branch include, but are not limited to, a branch chief and aviation operations specialists. The number of aviation operations specialists assigned depends primarily on the services provided, the hours of operation, and the TOE or TDA of the unit. The flight dispatch branch provides flight planning and filing services to transient and assigned aircrews. Branch organization is influenced to some extent by the physical arrangement of the facilities.

a. Branch Chief. The flight dispatch branch chief--

(1) Coordinates branch activities under the supervision of the operations officer.

(2) Supervises and trains aviation operations specialists in their assigned duties.

(3) Provides flight planning service to include current publications, maps and charts, a NOTAM display, and weight and balance forms on each assigned Class II aircraft.

(4) Prepares work schedules for aviation operations specialists and ensures adequate coverage during peak periods.

(5) Ensures that the branch SOP provides for immediate notification of the operations officer if an impending or actual emergency or an OPSEC violation occurs.

(6) Processes reports about unidentified flying objects such as kites, balloons, model airplanes, and drones.

(7) Ensures that airfield advisory procedures are established according to FAA Handbook 7110.10.

(8) Ensures that ground personnel operating near or on taxiways or runways are thoroughly briefed on two-way radio communication procedures and are familiar with the ATC light signals in the Airman's Information Manual and FAA Handbook 7110.65.

(9) Establishes and maintains a FLIP account for the airfield according to AR 95-2. (Appendix D contains information on the establishment and maintenance of a DOD FLIP account.)

b. Aviation Operations Specialist. The aviation operations specialist--

(1) Receives, reviews, and processes flight plans.

(2) Transmits or records flight data.

(3) Advises the local control tower on proposed departures and arrivals.

(4) Notifies the operations officer when an arriving flight is overdue as required by the local SOP and the overdue aircraft procedures in Appendix C.

(5) Notifies airfield services of the estimated times of arrival and departure to ensure the timely servicing of aircraft.

(6) Notifies the operations officer of arriving and departing VIPs so that proper honors can be extended.

(7) Disseminates severe weather warnings to appropriate individuals or agencies according to the local SOP and the emergency plans in Appendix C.

(8) Informs the operations officer of any OPSEC violations.

(9) Provides advisory service according to FAA Handbook 7110.65 when the ATC tower facility is not operational or when an ATC tower facility is not available.

2-2. AIRFIELD FLIGHT OPERATIONS

The airfield flight operations must be located near main aircraft parking areas and runways. Locating flight operations facilities other than near the airfield requires MACOM approval. The local airfield commander is responsible for obtaining approval for locating facilities away from the flight line. All flight operations services are normally located in the same building. They include a flight dispatch section, a weather section, a flight planning area, and a pilots lounge.

a. Flight Dispatch Section. The flight dispatch section is responsible for processing flight plans and other air traffic related data through national and international air traffic systems.

(1) Recommended equipment. The recommended equipment for the flight dispatch section is briefly described below. It includes--

(a) An FM, a UHF, or a VHF radio for pilot-to-dispatcher communications.

(b) Emergency lighting equipment that does not rely on a commercial power source.

(c) Radios to communicate with personnel operating on the airfield; for example, disaster response agencies, civil engineers, and control tower.

(d) Telecommunications equipment to process flight data and other air traffic information. (In the United States, the FAA provides the telecommunications equipment.)

(e) A console with suitable direct voice-line communications to the control tower, radar approach control, FAA agencies, local rescue agencies, airfield flying units, and additional administrative circuits as required. The console also will include an extension from the primary crash alarm system and a secondary crash alarm system with a circuit activation capability or a suitable Class A telephone.

(2) Facilities. The flight dispatch section must have adequate facilities or capability to store, issue, and receive classified materials.

(3) Briefing area. The flight dispatch section must maintain a briefing area for aircrews. This requirement may be met if there is adequate space in the flight planning room to accommodate aircrews and briefing materials.

(4) Operating instructions.

(a) A current set of operating instructions and ready reference files must be made available as required by the airfield commander. These publications must have sufficiently detailed instructions so that the aviation operations specialists can complete actions without referring to other directives.

(b) Flight operations personnel must maintain (as applicable) local checklists, logs, or similar documentation to support functional area responsibilities. Local instructions may be for--

- Inbound and outbound aircraft.
- Distinguished visitors.
- Aircraft requiring special handling; for example, air evacuation or hazardous cargo.
- Airfield restrictions; for example, prior permission required.
- Crash alarm system.
- Flight information publications.
- Weather warnings and advisories.
- In-flight advisories.
- Bird strike hazard responses.

(5) Manning and procedures.

(a) A minimum of two persons should be on duty during the hours of operation. MACOMs, the NGB, or HQDA may modify this requirement during periods of critical manning or as necessary.

(b) Shift personnel must not be scheduled for additional duties and details outside the scope of the flight dispatch function unless the requirement in (a) above has been met. However, this does not excuse or preclude enlisted personnel from completing military training requirements.

(c) Each individual working in the flight dispatch section must be assigned two-letter operating initials for use during daily operations.

(d) During shift changes, flight dispatch personnel who are being relieved will brief the incoming shift personnel. (Appendix E provides information on shift change briefings and position transfers.)

(e) Flight dispatch personnel must use DA Form 1594 or other suitable documentation to record significant incidents that occur during each tour of duty. Airfield commanders must

specify the items or issues that require documentation and must review each entry. Personnel will not release any information about an accident or incident unless directed to do so by the airfield commander or the operations officer.

b. Weather Section.

(1) The weather section should be located near the flight dispatch section. AWS facilities should be available to provide weather forecasting or briefing service to aircrews. If local AWS support is not available or available only part-time, a direct landline or DSN line to an AWS or other MACOM-approved weather facility will satisfy this requirement. A dedicated phone for weather briefings is provided for aircrew use. NWS forecast offices or FSSs may be contacted when use of an AWS facility is not practical. The Airman's Information Manual contains additional information on alternate means of obtaining weather briefings.

(2) Ideally, a weather service should be available either face-to-face or by direct-line telephone to the flight planning or flight dispatch facility. If neither is available, flight dispatch personnel will contact the nearest weather servicing facility to obtain a local area weather report. Flight dispatch personnel will call for an updated report hourly or sooner if weather conditions occur that were not forecast. Aircrews planning to fly outside the area covered by the report will contact the weather servicing facility for a specialized weather briefing.

(3) The local area weather briefing will contain the following information:

- (a) Area covered by the report in nautical miles.
- (b) Date and valid times in Universal Time Coordinated.
- (c) Cloud layers in hundreds of feet and sky coverage.
- (d) Visibility (in local format) and obstructions to visibility.
- (e) Surface wind direction and speed.
- (f) Any forecast changes to (c) through (e) above during the valid period, when the changes are expected to occur, and any pertinent remarks.

- (g) Weather warnings or advisories.
- (h) Maximum surface temperature and pressure altitude.
- (i) Minimum ceiling and visibility.
- (j) Forecast surface turbulence and altitude where turbulence ends.
- (k) Forecast icing at surface or low altitude.
- (l) Forecaster's and flight dispatcher's initials.

(4) A specialized weather report may be required to provide the following information:

(a) Wind direction and speed and temperature data at intervals of 1,000 feet from the surface. (This information should be provided up to the highest altitude flown by aircraft operating in the area covered by the report.)

(b) Freezing level.

(c) Maximum temperature, pressure altitude, and density altitude in Fahrenheit and Celsius.

(d) Minimum temperature in Fahrenheit and Celsius.

(e) Sunrise and sunset times.

(f) Moonrise and moonset times and percentage of illumination.

c. Flight Planning Area.

(1) Establishment and supervision. The airfield operations officer is responsible for establishing and operating a flight planning room. The flight dispatch chief is responsible for the general appearance, efficient administration, and operation of the flight planning room.

(2) Location and operation. The flight planning room should be located near the weather office and dispatch desk. It must be separated from other work areas and be suitable for aircrew briefings and mission planning. The area should be clean, comfortable, and orderly. It must be equipped with current aeronautical information and facilities to enable aircrews to complete self-briefings and flight planning, as appropriate.

Aviation operations specialists should be available to assist pilots, when requested, and to provide briefings on local arrival and departure procedures.

(3) Equipment and Furnishings. The equipment and furnishings listed below are considered desirable for a well-equipped flight planning area. Physical space and equipment availability will dictate how the flight planning room is furnished.

(a) An installation telephone will be available for the authorized use by aircrews. The telephone will be Class A so that aircrews have access to a DSN line. There will be a direct line to the nearest weather facility so that aircrews can find out current weather conditions during off-duty hours. If the airfield has a 24-hour weather service, this telephone line is not required. An installation and a local telephone directory should be near the telephone. A chart listing important telephone numbers (billeting, transportation, mess hall, flight surgeon, maintenance, operations officer, and safety officer) also will be displayed near the telephone. Both duty and after-duty numbers should be listed.

(b) An accurate clock will be available. The clock should be large enough to be readily seen from anywhere in the flight planning room. If possible, it should be a 24-hour clock. Two clocks are desirable: one set on Universal Time Coordinated and the other set on local time. If only one clock is available, it should indicate Universal Time Coordinated.

(c) The flight planning room must have a flight planning table that is large enough to lay out an entire en route chart or sectional navigational chart. The table should be tilted up slightly so that aviators do not have to bend excessively to use it during their planning. Plexiglas or glass should be mounted on the table and a local area en route chart and sectional chart placed under the glass. Other items that could be placed under the glass for aircrew convenience are sample flight plans, sample weight and balance forms, and other appropriate sample forms. For convenience, the table should be arranged so that pilots can work on either side. Flight planning often takes 45 minutes or longer to complete; therefore, stools should be available for pilot comfort. If stools cannot be made available, carpet or rubber matting should be placed on the floor to reduce fatigue. Bins can be built under the edge of the table, as shown in Figure 2-1, to store blank forms such as DA Forms 2283 and 3588; DD Forms 175, 175-1, 365-4, and 1801; performance planning cards; and operational hazard reports.

E6B computers and flight plotters should be attached to the flight table for aircrew convenience. These should be attached so they can be easily used but not removed from the table.

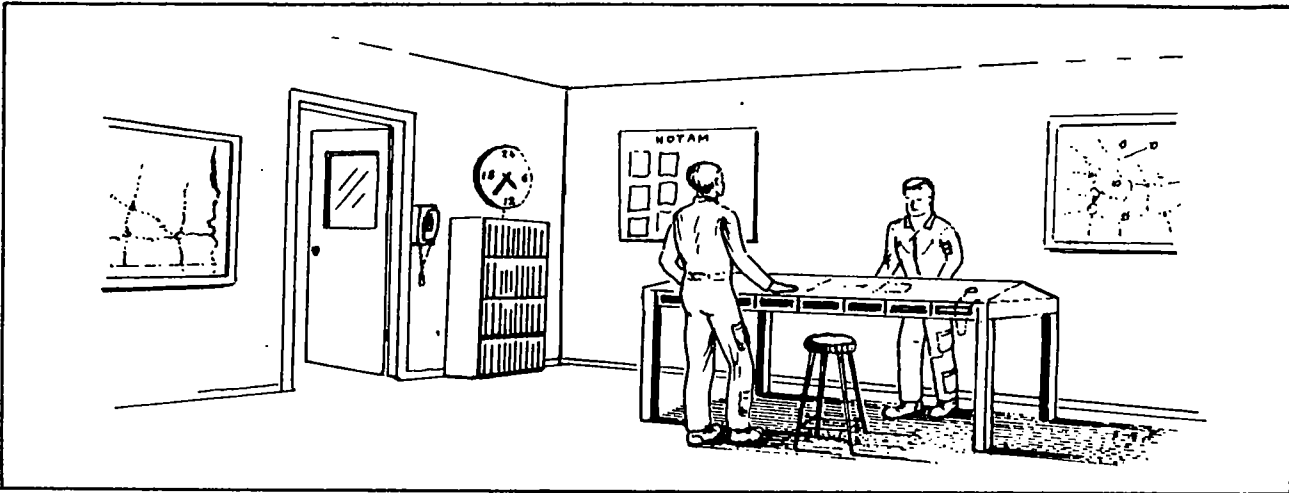


Figure 2-1. Typical flight planning table

(d) Reference publications should be made available and conveniently located near the flight planning table. They should include DOD FLIPs, Army regulations, a local airfield SOP, aeronautical charts, aircrew reading file, and Federal Aviation Regulations. Aircrew training manuals and aircraft operator's manuals for each type of aircraft that normally uses the airfield also should be available.

NOTE: The listing above is only a sample of reference publications that are available. The local operational area may dictate additional materials that should be made available. Reference publications must be current.

(e) Wall displays of planning charts and other aeronautical information pertinent to the airfield and area of operations must be available. Examples of wall displays are--

- A crash rescue map.
- Traffic pattern diagrams.
- A VFR/IFR planning chart of the continental United States.
- A sectional aeronautical chart depicting the local flying area, military operating areas, special VFR corridors and altitudes, and traffic routes to and from other airports that may conflict with local or transient traffic.

- A 1:50,000 tactical map showing range information, flight and wire hazards, and NOE and instrument training areas. (This map should be updated, at a minimum, every 30 days. The latest date that the map was updated should be posted on or near the map.)
- A NOTAM system as prescribed in AR 95-10. (Material on the NOTAM display board must be appropriate to the geographic location and cover the area of airfield clearance responsibility.)
- A large-scale airfield diagram that depicts runway and taxiway information, obstructions, and other pertinent airfield information.
- Planning charts with a cord-type mileage indicator on them that shows statute and nautical miles.
- A weather briefing, as described in paragraph 2-2b, when weather service is not available.

(f) Charts that depict helpful information should be displayed in a prominent place. The information should include radio frequencies for ground control, tower, approach control, ground-controlled approach, and departure control. Other appropriate information includes field elevation, airfield diagram showing traffic patterns and altitudes, and local NDB frequencies for use in radio checks.

(g) A bulletin board or similar display should be available. It should contain only pertinent flight information and reference material such as local IFR recovery procedures and lost communication procedures for the airfield. Also, a safety bulletin board should be displayed. This bulletin board should contain current safety-related publications and safety posters.

(h) Other items that should be included in the flight planning room are an ear protector dispenser and a pencil sharpener. Equipping a well-organized and useful flight planning room is limited only by the imagination of the operations officers and flight dispatch chiefs.

d. Pilots Lounge. A pilots lounge should be established in an area that is easily accessible to the flight planning and dispatch facilities. It should be furnished with comfortable furniture. If a snack bar or an eating facility is not available in the immediate vicinity, food- and drink-dispensing machines

should be placed in the lounge. For convenience, a Class A telephone could be made available in the lounge as well as in the flight planning room. Phone numbers of installation facilities should be displayed near the phone.

2-3. COMMUNICATIONS CENTER

Flight dispatch personnel in the communications center are responsible for transmitting flight plan proposals via Service B or Service F to the flight service facility that services the airfield. They also are responsible for providing an airfield advisory service to aircraft that use the airfield when the control tower is nonoperational. Flight movement messages are transmitted according to AR 95-11 and FAA Handbook 7110.10. (These messages are described in paragraph 2-5a.) Airfield advisory information is provided according to FAA Handbook 7110.10.

NOTE: OCONUS flight service requirements may vary depending on the location of airfields and/or heliports. Military and civilian airfields based in CONUS use the FAA communications system. Military airfields and/or heliports based OCONUS may have additional requirements placed on them by host nation air traffic managers. In those cases, a host nation letter of agreement pertaining to air traffic service support may be required.

a. Flight Service Communications System. This system is a series of microprocessors located at ARTCCs nationwide. The microprocessors are connected by high-speed circuits to the Aeronautical Fixed Telecommunications Network computer in Kansas City, Missouri. Remote BASOPs and FSS users are connected to a microprocessor at their host ARTCC. This series of microprocessors is known as Service B. Service B is a part of the National Airspace Data Interchange Network. Service F is a system of interphone circuits that is used when Service B is inoperative or when a BASOPs or an FSS does not have a Service B capability. Service B or interphone circuits interconnect all stations. A tie-in FSS services each military airfield. FAA Handbook 7350.6 should be used to determine the tie-in FSSs. The military BASOPs routes flight movement messages to the appropriate military BASOPs and/or the tie-in FSS. If necessary, the tie-in FSS relays movement messages to and from the sending BASOPs.

(1) Flight service stations. Flight service stations are operated by the FAA. They perform a number of services to Army aviation personnel. The FSS--

(a) Receives air traffic control clearances. When filing an IFR flight plan, the dispatcher transmits it via Service B to the ARTCC servicing the departure area. If Service B is not available, the dispatcher transmits the flight plan via telephone to the tie-in FSS or to the ARTCC servicing the departure area. The IFR clearance is then delivered directly via Service B by the host ARTCC to the tower. It also may be delivered indirectly via Service B to the appropriate approach control or FSS who, in turn, will relay the clearance via interphone to the tower or BASOPs per FAA Handbooks 7110.10 and 7110.65.

(b) Forwards departure and inbound messages. After the aircraft departs a military installation, the dispatcher transmits the VFR and/or IFR departure message to the appropriate military BASOPs or the tie-in FSS. If required, the FSS relays the departure and/or inbound message to the destination of intent. Stopover, nonstop (VFR and/or IFR) local flights--those flights that depart from one location, fly to another, and then return to their point of origin--do not require a departure message.

(c) Initiates overdue actions. The FAA, under the National Search and Rescue Plan, is responsible for initiating overdue actions on all flights for which flight plans are entered into the FAA system. The exception is military flights. The military destination host BASOPs is responsible for conducting the preliminary communications search. The destination tie-in FSS is responsible for all extended communication search actions. (Appendix C provides additional information on overdue actions.)

(d) Receives and coordinates in-flight changes in destination. If a change in the destination is made in flight, the pilot transmits this information to the nearest FSS. The FSS advises the original point of destination, the new point of destination, and the point of departure.

(2) Destination operations office. This office acknowledges the receipt of inbound flight messages from the destination FSS or military BASOPs. It then--

(a) Transmits the actual arrival time of VFR and/or IFR aircraft to the tie-in FSS, if the destination is not equipped with Service B, so that the flight plan may be closed.

(b) Advises the tie-in FSS, if the destination is not equipped with Service B, that a part of a VFR and/or an IFR stopover flight plan may be closed.

(c) Notifies the tower of the impending arrival.

(d) Advises the pilot if a hazardous condition has developed at the pilot's destination since departure. The destination operations office for military airports or the FAA for civilian airports then initiates an in-flight advisory. For IFR flights, the advisory is sent through ATC en route or terminal facilities to the pilot. For VFR flights, the advisory is sent through the FSS or terminal ATC facilities to the pilot.

(e) Conducts a local search of all adjacent flight plan area airports and a communications search when an aircraft is overdue.

(3) Authorized messages. Only those messages necessary for air traffic control or air safety are transmitted.

(4) Message priority. If more than one message is on hand for transmission, they must be transmitted in order of priority. Priority 1 and 2 messages are transmitted within five minutes after receipt of the required information.

(a) Priority 1--emergency messages. Include essential information on aircraft accidents or suspected accidents. After an actual emergency, give a lower priority to messages relating to the accident.

(b) Priority 2--clearance and control messages.

(c) Priority 3--movement and control messages in the following order: progress reports, departure/arrival reports, flight plans, movement messages on IFR aircraft.

(d) Priority 4--movement messages on VFR aircraft.

(5) Priority interruption. When transmitting an emergency or control message, use the word "emergency" or "control" to interrupt lower-priority messages.

b. Flight Information Transmission and Receipt. Flight information will be transmitted according to FAA Handbooks 7110.10 and 7110.65.

c. Operating Initials Assignment. Flight operations personnel will be assigned two-letter operating initials to use when identification of the individual is necessary. The flight

dispatch chief will assign the operating initials and maintain a current listing of them. No two people should be assigned the same operating initials. Operating initials are usually based on the first and last letters of the individual's last name.

d. Aircraft Identification.

(1) **Military aircraft.** Identify military aircraft according to FM 1-402; FM 44-30; and DOD FLIP, General Planning.

(2) **Special mission aircraft.** When special mission aircraft cannot be identified by their call sign, explain under REMARKS in the flight plan. For example, if AFSC aircraft are engaged in flight test operations, enter AFSC flight test mission in the REMARKS section of each flight plan or message.

(3) **Military SAR flights.** When military aircraft are on a search and rescue flight, insert the word "rescue" between the service prefix and the prescribed markings; for example, "Air Force rescue 12345."

e. Military Code System. DOD FLIP, General Planning, contains information on flight plan, mission, and service codes.

2-4. FLIGHT PLANS

AR 95-1 states that no aircraft will be flown unless a civil or military flight plan (DD Form 175, DD Form 1801, or FAA Form 7233-1) has been filed. Local commanders will establish policies specifying the flight plans to be used. FAA Handbook 7110.10; the Airman's Information Manual; and DOD FLIP, General Planning, provide details on flight plan procedures.

2-5. MESSAGE COORDINATION

a. Flight Movement Messages. AR 95-11 and FAA Handbook 7110.10 contain information on the transmission of flight movement messages. The specific information to be transmitted depends on the type of flight plan and the agency to receive it. The information below will be sent to the agencies listed when filing a flight plan within CONUS or when sending flight information internationally.

(1) Proposal to tower.

- Type of proposal (VFR or IFR).
- Aircraft identification.
- Aircraft designation/TD code.

- Proposed time of departure.
- Destination.
- VIP code; pertinent remarks.
- Your operating initials.

(2) IFR flight plan (proposal) message to ARTCC.

- Type of message (IFR flight plan).
- Aircraft identification.
- Aircraft designation/TD code.
- Estimated true airspeed.
- Point of departure.
- Proposed departure time.
- Initial cruising altitude.
- Standard instrument departure and route of flight (first leg only).
- Destination (first stop).
- Estimated time en route.
- Remarks (capabilities and limitations of the aircraft).
- Your operating initials.

(3) Outbound to the flight service station.

- Type of outbound (VFR or IFR).
- Aircraft identification.
- Aircraft designation/TD code.
- Point of departure.
- Destination.
- Estimated time of arrival.

- VIP code; pertinent remarks.
- Your operating initials.

(4) Outbound with stopover to flight service station.

- Type of outbound (VFR or IFR with stopover).
- Aircraft identification.
- Aircraft designation/TD code.
- Point of departure.
- Destination (first stopover).
- Estimated time of arrival for first stopover.
- Remarks applicable to this leg only.
- Slant. (This word is interpreted by the FSS that subsequent legs are to follow.)

(a) On VFR flight plan.

- Destination (subsequent to first leg).
- Estimated time en route.
- Remarks (applicable to this leg and then to the entire flight).
- Void time (date-time group in six digits).
- Repeat from the slant as necessary for subsequent VFR legs.
- Your operating initials.

(b) On IFR flight plan.

- True airspeed.
- Point of departure.
- Proposed departure time.
- Altitude.
- Standard instrument departure and route of flight.

- Destination.
- Estimated time en route.
- Remarks (capabilities and limitations of the aircraft).
- Void time (date-time group in six digits).
- Repeat of IFR steps, to include the slant as necessary, for subsequent IFR legs.
- Your operating initials.

(5) Inbound from the flight service station.

- Type of inbound (IFR or VFR).
- Aircraft identification.
- Aircraft designation/TD code.
- Point of departure.
- Destination (only if servicing more than one destination).
- Estimated time of arrival.
- Remarks.
- Their operating initials (reply with yours).

(6) Inbound to tower.

- Type of inbound (VFR or IFR).
- Aircraft identification.
- Aircraft designation/TD code.
- Point of departure.
- Estimated time of arrival.
- VIP code; pertinent remarks.
- Your operating initials.

(7) Arrival from tower (of previous inbound).

- Type of arrival (IFR or VFR).
- Aircraft identification.
- Actual time of arrival.
- Their operating initials (reply with yours).

(8) Arrival to FSS (of previous inbound).

- Type of arrival (IFR or VFR).
- Aircraft identification.
- Point of departure.
- Actual time of arrival.
- Point of arrival.
- Your operating initials.

b. Remain Overnight Messages.

(1) Content. When transmitting an RON message to the tie-in FSS, only the information listed below will be sent in the order shown.

- Base or bases to receive the message (name or location identifier).
- Other addressees at the base of delivery.
- Aircraft identification.
- Aircraft designation.
- Pilot's last name.
- The term "RON."
- Location identifier of base where the aircraft will remain overnight.
- Date or dates.
- Remarks. (Keep to the absolute minimum.)

(2) **Delivery.** The FAA transmits RON messages to the BASOPs. The BASOPs is responsible for delivering final or multiple RON messages to additional addressees at the same station. RON messages about VIPs require immediate delivery.

c. **Service B Messages.** AR 95-11 and FAA Handbook 7110.10 contain information on the transmission of flight movement messages within both the national and international airspace systems via Service B. Appendix F discusses Service B messages.

2-6. FLIGHTS NEAR SENSITIVE BORDERS

Commanders who are responsible for flight operations near politically sensitive borders will publish specific and detailed instructions. These instructions will prescribe--

a. Procedures for border orientation flights, pilot proficiency qualifications, currency requirements for both visual and instrument flight procedures, and all OPSEC procedures.

b. Detailed emergency procedures for all foreseeable contingencies such as equipment malfunction and pilot disorientation.

c. Sufficient map and chart coverage of the general area for the planned flight route.

d. Minimum requirements for preflight briefings and flight planning.

e. Periodic review of operating instructions in flight information publications to preclude inadvertent border overflights.

f. Publication requirements for instrument and radio navigation.

2-7. RESTRICTED AREA USAGE

Restricted areas may be used when a request is sent through diplomatic or NATO channels by the visiting nation or NATO command, as a result of an in-flight emergency, or through bilateral agreements between NATO nations. Appendix G standardizes the procedures for granting the use of restricted areas by NATO military aircraft.

2-8. SEARCH AND RESCUE PROCEDURES (VFR AIRCRAFT)

Overdue aircraft procedures are in Appendix C. This appendix also discusses emergency plans, the preaccident plan, and the National Search and Rescue Plan.

2-9. VIP AND TRANSIENT SERVICES

a. The operations officer is responsible for ensuring that proper courtesies and services are provided to VIPs visiting the airfield and for supplying services to transient personnel using airfield facilities. The flight dispatch chief is responsible for ensuring that VIP and transient facilities are clean, comfortable, and properly equipped.

b. An area should be designated as a VIP lounge to accommodate visiting dignitaries. The lounge should be equipped with furnishings that are comfortable and convenient. Many times VIPs will be required to wait while their aircraft is serviced or until it arrives for their pickup. Regardless of how well the airfield functions, a visitor's most lasting impression of an airfield may be of the available facilities or the lack of facilities. There are no established criteria for a VIP lounge. However, comfort and convenience should be the primary consideration in establishing this facility.

2-10. AIRFIELD SERVICE REQUIREMENTS

a. **Airfield Certification.** The FAA requires airports in any state, territory, or possession of the United States that serve FAA-certified air carriers to be certified under FAR, Part 139. The exceptions are when--

(1) The airport has been certified under a grant of exemption issued by the FAA to the DOD.

(2) The airfield serves as an authorized weather alternate for the air carrier.

(3) The air carrier is under an exclusive contract to an element of the DOD and is located at a DOD airfield.

(4) The air carrier is an air taxi operation that is excluded from the requirements of FAR, Part 139.

b. **Airfield Certification Requests.** Requests for initial or renewal airfield certification must be completed according to AR 95-2.

c. Inspection Authority. The FAA or an appropriate Army authority may inspect a certified airfield to determine if it complies with FAR, Part 139, or the grant of exemption. If the airfield fails the inspection, its certification may be revoked.

d. Airfield and NAVAID Engineering Survey. AR 95-2 outlines the procedures for conducting the airfield and NAVAID engineering survey.

e. Airfield Operations Manual. Airfield commanders are responsible for preparing and maintaining an airfield operations manual. This manual establishes operating procedures, describes facilities and equipment, assigns responsibilities, and contains other pertinent information on operating the airfield. It also must include--

(1) The lines of succession of airfield operational responsibility.

(2) Each current exemption issued to the airfield under the provisions of FAR, Part 139.

(3) Any limitations imposed by the FAA.

(4) A grid map or other means of identifying locations and terrain features on and around the airfield that are significant to emergency operations.

(5) The system of identifying runways and taxiways.

(6) The location of each obstruction required to be lighted or marked within the airfield's area of authority.

(7) Rules for the placement of obstructions and regulatory requirements regarding the construction of items considered to be an obstruction.

(8) A description of each movement area available for aircraft, its safety areas, and each emergency access road that services it.

(9) Procedures for avoiding the interruption or failure of utilities servicing facilities or NAVAIDs that support air carrier operations.

(10) Procedures for maintaining paved, unpaved, and safety areas.

(11) A description of and procedures for maintaining the marking and lighting systems.

(12) A snow and ice removal and/or control plan and a grass control plan.

(13) A description of the facilities, equipment, personnel, and procedures for complying with rescue and fire-fighting requirements.

(14) Procedures for complying with the requirements that pertain to hazardous substances and materials.

(15) A description of and procedures for maintaining traffic and wind direction indicators.

(16) An emergency plan.

(17) Procedures for conducting the self-inspection program.

(18) Procedures for initiating airfield and/or heliport engineering surveys per AR 95-2.

(19) Procedures for controlling ground vehicles.

(20) Procedures for protecting NAVAIDs.

(21) Procedures for removing, marking, or lighting obstructions.

(22) Procedures for protecting the public.

(23) A wildlife hazard management plan.

(24) Procedures for reporting the condition of the airfield.

(25) Procedures for identifying, marking, and reporting construction and other unserviceable areas.

(26) Copies of all approved airfield waivers.

f. Air Crash, Search, and Rescue Map.

(1) All Army airfields or heliports are required to have and maintain an ACS&R map in accordance with ARs 385-95 and 420-90. Both air and ground rescue personnel use the map to locate and reach the site of an aircraft accident. All personnel who may assist in the rescue must be familiar with the map and the area depicted.

(2) The installation or airfield commander authorizes the scale of the ACS&R map. The coverage of the map will extend a minimum of 15 nautical miles according to AR 420-90. The map should be centered on the middle of the airfield, the control tower, or a suitable NAVAID located within 1 nautical mile of the airfield as determined by the airfield commander. It should contain, at a minimum, 3-, 5-, and 7-nautical mile concentric circles. A simple alphanumeric grid overlay will be developed and used with the map to aid in the rapid location of mishap sites. The locations of all airfields, helipads, hospitals, and fire-fighting facilities within the map's area of coverage should be clearly marked. AR 95-2 contains additional information on ACS&R maps.

(3) The ACS&R map will be coordinated with the rescue agencies of adjacent airfields to ensure a compatible design for effective rescue operations. The airfield commander is responsible for ensuring that all agencies that provide emergency assistance are given a standardized map. Failure to provide a standardized scale map to each agency may cause confusion and unnecessary delay when emergency assistance is required. Likewise, an airfield diagram should be sectioned off in the alphanumeric format and provided to each agency for easy airfield reference when personnel respond to emergency situations on the airfield.

g. Facility Memorandums. The operations officer and the ATC facility chief issue facility memorandums to regulate or standardize operations within a facility. These memorandums contain instructions on administrative or operational practices and procedures within the facility. Facility memorandums may be of a temporary or an informative nature. If the information in a facility memorandum is of a permanent nature, the memorandum is incorporated into the airfield operations manual. (Appendix B shows a sample of a facility memorandum.)

h. Letters of Agreement. Letters of agreement are established between the US Army and other services and between centers. They also are established between ARTCCs and airfield towers and between ARTCCs and terminal approach control (radar) facilities on different airfields. When operations are conducted in foreign countries, letters of agreement are established according to ICAO rules. If requirements change for any party signing the letter, the change will be written. The coordination requirement is the same as for the original letter. (Appendix B shows a sample of a letter of agreement.)

(1) Concerned parties must review and update all letters of agreement that pertain to their areas of operation at least once annually, beginning with the effective dates of the letters.

This ensures timeliness and conformance with current policies and directives. The parties concerned will record the review by signing and dating the letter.

(2) Letters of agreement define interfacility or interagency responsibility and coordination requirements. They establish or standardize operating procedures and describe special operating conditions or specific ATC procedures. The letters describe procedures or minimum ceiling and visibility criteria that differ from those in FAA Handbook 7110.65 or other pertinent directives that satisfy a military requirement. They also delegate areas of control jurisdiction and establish conditions of area use. This includes establishing procedures for the coordinated control of traffic when traffic patterns of two or more airfields conflict or when airfield traffic areas overlap. These letters describe operations security procedures when an OPSEC incident requires notifying the host country.

i. Operations Letters. Operations letters are established between ATC facilities or between ATC facilities and other Army agencies located on the same airfield. (Appendix B shows a sample of an operations letter.) If the requirements change for any party signing the letter, the change must be written. Coordination and processing are the same as for the original letter. Operations letters--

(1) Supplement established operational or procedural instructions.

(2) Describe special operating conditions or specific ATC procedures.

(3) Establish or standardize operating procedures.

(4) Establish responsibilities for operating airfield equipment, providing emergency services, and reporting operating limits and hazards.

2-11. JOINT-USE AIRFIELD

A joint-use airfield is an Army installation where agreements exist between the Army and civil authorities for the civil aviation use of Army airfield facilities. AR 95-2 contains information on the policies and procedures for joint-use airfields.

2-12. AIRFIELD FACILITY RECREATIONAL USE

a. Sports Parachute Club. AR 215-2 prescribes the procedures that govern the participation of Army personnel in sport parachuting. It also describes the required procedures for establishing and operating military sport parachuting clubs.

b. Flying Club. When an Army flying club is established at an Army airfield, the airfield operations officer may be responsible for carrying out supervisory and administrative duties. AR 215-2 contains the rules that govern the operation of these clubs. In particular, the operations officer will assist the flying club in establishing local flying rules and safety programs. He also will ensure that FAA rules and regulations are followed. Airfield operations will provide the flying club with automatic distribution of the DOD FLIP, as required, at the level authorized by AR 95-2.

CHAPTER 3**AIRFIELD SERVICES BRANCH**

The airfield services branch is responsible for the ground handling of aircraft and the inspection and general policing of the airfield and its facilities. The branch also is responsible for operating its assigned vehicles.

3-1. PERSONNEL AND RESPONSIBILITIES

The airfield services branch includes a branch chief, shift supervisors, and aircraft service personnel.

a. Branch Chief. The branch chief--

(1) Coordinates branch activities under the supervision of the operations officer.

(2) Prepares an SOP that outlines the duties and responsibilities of branch personnel.

(3) Ensures that branch personnel are properly trained and qualified to perform their assigned duties.

(4) Assigns specific personnel responsibilities and ensures that duty rosters and performance records are properly maintained.

(5) Ensures that a daily inspection of the airfield is conducted.

b. Shift Supervisors. Shift supervisors--

(1) Inspect the airfield at least once during the shift, to include runways and taxiways, for maintenance, police, and OPSEC considerations and requirements.

(2) Supervise and train assigned personnel in their duties.

(3) Coordinate with other branches concerning VIPs, transient and assigned aircraft, transportation requirements, and airfield conditions.

c. Aircraft Service Personnel. Aircraft service personnel--

- (1) Provide and operate vehicles, as required, and perform operator maintenance in compliance with applicable technical manuals.
- (2) Provide housekeeping services.
- (3) Stand fireguard for all aircraft starting, if required.
- (4) Look for and report OPSEC violations.
- (5) Serve as aircraft ground guides and marshalers.

3-2. AIRFIELD MARKINGS

FAA Advisory Circular 150/5340-1D and TM 5-823-4 contain the criteria for marking airfields. These publications dictate the proper procedure for the layout and marking of a new airfield. This paragraph covers specific information on repainting existing markings.

a. Color Markings. Runways will be marked with white reflective paint. Taxiways may be marked with reflective or nonreflective yellow paint.

b. Marking Materials. Paint used to mark or re-mark runway and taxiway pavement will conform to the criteria in Corps of Engineers Guide Specification CE-820 and to the following specifications:

- (1) Reflective paint will conform to Federal Specifications TT-P-85 and TT-P-1952.
- (2) Nonreflective paint will consist of the pigmented binder (paint) covered by Federal Specifications TT-P-85, TT-P-115, and TT-P-1952.

NOTE: Markings may be outlined in black at least 6 inches wide on light-colored pavement.

c. Paint Application. Markings will be painted on paved areas only after the pavements have been allowed to cure thoroughly. The pavement surface must be dry and clean before the paint is applied.

d. Snow-Covered Runway Markers and Markings. Markers and markings will be used to indicate the usable limits of snow-covered runways. Markers will be spaced at intervals of not more

than 330 feet and located symmetrically about the axis of the runway along the sides of the usable portion. Sufficient markers will be placed to indicate the runway threshold. Markers must be kept free of snow and rime.

e. Compass-Swinging Base. Compass-swinging bases will be constructed and equipped according to TM 5-823-4; these align an aircraft for the precise calibration of all types of air navigation equipment.

(1) **Alignment markings.** The compass-swinging base pad will be marked with precision alignment indicators that are accurate to within 0.25 percent of 1 degree.

(2) **Clearances.** A minimum distance of 275 feet will be provided from the center of the compass-swinging base pad to the nearest significant quantity of iron and taxiway or engine run-up area. The same distance will be allowed from the center of the pad to the nearest parking area or hardstand for aircraft, vehicles, or equipment.

(3) **Marking materials.** Compass-swinging bases will be painted with nonreflective white paint and will conform to Federal Specifications TT-P-85, TT-P-115, and TT-P-1952.

f. Air Navigation Obstruction Marking and Lighting. Obstruction marking and lighting will be limited to those objects that penetrate the clearance planes and surfaces described in TM 5-823-4 and to those objects that, by their nature and position, constitute a hazard to navigation. Obstruction markings should never be placed on objects that are not, in fact, obstructions.

(1) **Color marking and patterns.** Obstruction marking will be made with aviation surface orange or a combination of aviation surface orange and aviation surface white. Obstruction marking patterns may be solid orange, alternate bands of orange and white, checkerboard pattern, or beach ball pattern. FAA Advisory Circular 70/7460-1 contains specific instructions on which pattern to use.

(2) **Lighting.** Obstruction lighting will be in accordance with TM 5-823-4 and FAA Advisory Circular 70/7460-1.

g. Airfield and Heliport Hazards Marking. The criteria described below are applicable to all Army airfields and heliports. They govern the initial marking and re-marking of hazards to the ground movement of aircraft and service vehicles.

(1) **Wheel chocks.** Wheel chocks will be marked on all sides with a yellow reflective medium.

(2) **Fire hydrants.** The barrel of fire hydrants will be painted with nonreflective yellow paint to comply with AR 385-30. The tops and nozzles will be painted according to the rated flow of the hydrant. The rated flows and their corresponding colors are as follows:

- Less than 500 gallons per minute--red.
- Between 500 and 1,000 gallons per minute--orange.
- More than 1,000 gallons per minute--green.

(3) **Fire extinguishers.** AR 385-30 requires all fire extinguisher containers to be red. Each extinguisher also will be marked with a symbol designating the class of fire for which it is intended (Class A, B, C, or D fires as established in NFPA Standard 10). Multiple symbols will be placed on the extinguisher if it is suitable for more than one class of fire. The symbols must conform to the configurations in NFPA Standard 10. Fire extinguishers placed in an area that has aircraft movement will be marked near the top by a 4-inch-wide strip of reflective tape encircling the extinguisher. If a fire extinguisher is stored in a shelter that adjoins areas used by aircraft or aircraft-servicing vehicles, the shelter will be painted with nonreflective red paint and marked with a 4-inch-wide strip of reflective tape along its length.

(4) **Marking materials.**

(a) **Wheel chocks.** The reflective material used to mark wheel chocks may be reflective paint that conforms to Federal Specification TT-P-85. Wheel chocks also may be marked with a 4-inch-wide strip of reflective tape that conforms to Federal Specification L-S-300; the color will be silver-white number 1.

(b) **Fire hydrants and shelters.** The nonreflective paint used to mark fire hydrants and shelters will conform to the requirements in Corps of Engineers Guide Specification CE-250. The colors will conform to the following identification numbers as given in Federal Standard 595:

- Yellow--13655.
- Red--11105.

- Orange--12197.
- Green--14110.

(c) **Fire extinguishers.** The background colors in the symbols for classes of fires will conform to the following identification numbers as given in Federal Standard 595:

- Class A, green--14260.
- Class B, red--11105.
- Class C, blue--15102.
- Class D, yellow--13655.

3-3. AIRFIELD MAINTENANCE

a. **Grounds.** Housekeeping of the grounds around the operations building and parking areas will be accomplished to ensure that FOD materials are policed and disposed of properly. The first impression of an airfield is often a lasting impression; therefore, a neat and orderly appearance of the airfield and facilities must be maintained.

b. **Fuel Sample Bottles.** Fuel in the tanks of an aircraft must be checked before flight operations begin. Taking a pre-flight sample is the only way to ensure that the fuel on board does not contain water or other visible contaminants. Personnel must clean the fuel sample bottles thoroughly before use to ensure that the sample taken during the preflight inspection is accurate.

NOTE: The procurement of fuel sample bottles and subsequent cleaning will be accomplished per the local SOP. FMs 10-68, 10-70, and 10-71 describe aircraft refueling.

c. **Fire Extinguishers.** Fire extinguishers should be checked for broken seals and proper charging. They must be taken annually to the fire-fighting facility for recharging. Other checks will be conducted according to TB 5-4200-200-10.

d. **Aircraft Tie-Downs.** Aircraft tie-down ropes and anchors will be inspected periodically for serviceability. In addition to securing parked aircraft during periods of high ground winds, these anchors ground the aircraft electrically to preclude fire generated from static spark. Anchors and grounding rods will be maintained according to FM 10-68.

e. Runways and Taxiways. A plan should be established for the periodic sweeping of runways, taxiways, and the ramp area. It should include the procedures for mowing grass on the airfield.

f. Snow and Ice.

(1) At installations where snow and ice may constitute a hazard, AR 420-72 requires the establishment of a snow removal and an ice control plan. The plan will include instructions and procedures for--

(a) Establishing priorities for the prompt removal or control of snow, ice, and slush on each movement area.

(b) Positioning snow from movement area surfaces so that aircraft propellers, engine pods, rotors, and wingtips will clear any snowdrift and snowbank as the aircraft's landing gear traverses any full-use portion of the movement area.

(c) Selecting and applying approved materials for snow and ice control to ensure that they adhere to snow and ice sufficiently to minimize engine ingestion.

(d) Beginning snow and ice control operations in a timely manner.

(e) Identifying equipment to be used.

(f) Listing the quantities and storage location of materials; for example, snow fences, chemicals, and abrasives.

(g) Scheduling the training of equipment operators and supervisors.

(h) Scheduling preseason operational trial run sessions.

(i) Ensuring around-the-clock cooperation with weather authorities for notification of forecasts of snow and ice storm intensities and durations.

(2) Calcium chloride, sodium chloride, and abrasives will not be used on airfield or heliport pavements. The chemical (urea) that meets the provisions of Military Specification MIL-U-10866C, Class 2, may be used. The USAF aircraft deicing fluid that meets the provisions of Military Specification MIL-A-83411 also may be used. These materials do not corrode aircraft.

g. Airfield Inspection.

(1) A quarterly airfield inspection, along with daily spot inspections, ensures quality service and facility maintenance. Inspection checklists should include those items essential to maintaining a well-organized and functional airfield.

(2) The checklists should be expanded or modified to suit the airfield. Checklists should be furnished to the branch chiefs to ensure that they fully understand their duties.

(3) Engineer personnel should inspect the extended runway centerline annually. They will resolve any disparity between the painted runway numbers and the actual magnetic heading of the extended runway centerline.

(4) Air traffic facility managers will annually review and update runway centerline heading information. They also will review any local departure procedures that might be affected by heading changes.

h. Ramp Vehicles and Drivers. The movement of vehicles on runways, taxiways, and parking areas is a daily necessity. Therefore, vehicles must be properly used and marked.

(1) Vehicle movement and markings.

(a) Vehicle movement on the runway should be held to the minimum required for runway inspection and maintenance. All vehicles should be properly marked.

(b) All vehicles authorized to operate on the airfield will be painted yellow according to TM 55-1500-204-25/1. When operational necessity and vehicle design dictate, a vehicle with a rotating beacon system affixed to the top of the vehicle may be authorized by the airfield operations officer to operate on the airfield.

(c) The meaning of ATC light signals should be displayed on the dashboard of vehicles that regularly operate on the airfield.

(d) The operation of vehicles near POL and aircraft refueling areas should be closely supervised. Sparks from the exhaust systems of these vehicles can create a hazardous situation. FM 10-68 describes the use of spark arresters for internal combustion engines.

(e) The maximum speed limit for a vehicle operating on an airfield ramp or near aircraft will not exceed 5 miles per hour (excluding emergency vehicles). The airfield operations officer should establish maximum speed limits, not to exceed 40 miles per hour, for other areas of the airfield.

(2) Driver qualification.

(a) The drivers of vehicles that operate on ramps, taxiways, or runways should have on file evidence of satisfactorily passing a written examination. The examination should include clearance requirements between aircraft and vehicles, light signals, and radio procedures if vehicles are so equipped.

(b) All drivers for the airfield services branch should possess the appropriate military driver's license and special authority to operate on the airfield movement area.

i. Ground Equipment. Equipment other than vehicles is required by the airfield services branch and is authorized on the TDA or TOE. Any vehicle that is required and can be justified usually can be obtained for the airfield. Items that may be needed include the following:

- Snow removal equipment.
- Auxiliary power units.
- Decontamination equipment.
- Electrical wands.
- Flashlights.
- Forklift.
- Fuel contamination detector.
- Goggles.
- Ear protectors.
- Magnetic sweeper.
- Portable light sets.
- Radio equipment.
- Runway and taxiway sweeper.

(1) Good preventive maintenance procedures enhance efficient operations. AR 420-22 contains the criteria and responsibilities for initiating and accomplishing preventive maintenance programs.

(2) TM 55-1500-204-25/1 contains standard inspection and maintenance procedures for auxiliary power units, maintenance work stands, portable air compressors, aircraft jacks, and other ground support equipment.

(3) All ground support equipment operating on or around airfields should be marked with reflective tape.

j. Ground Handling. When directing aircraft movements during land operations, aircraft service personnel (guides or marshalers) should use the appropriate hand and arm (marshaling) signals in FM 21-60, STANAG 3117, AIR STD 44/42A, and QSTAG 585. When available, signal flags may be used with hand and arm signals during daylight hours. Ground guides or marshalers should wear hearing and eye protection when guiding fixed- and rotary-wing aircraft.

(1) Night signaling. At night, a ground guide will signal with a lighted baton (wand) in each hand. The intensity of these lights will vary, depending on whether the aircrew is aided or unaided. Signals given with wands will be identical to the day signals unless stated otherwise in FM 21-60, STANAG 3117, AIR STD 44/42A, and QSTAG 585. Wands should remain lighted at all times. During surface taxiing and parking, the pilot will stop immediately when one or both of the ground guide's wands fail.

(2) Flagman and ground guide. When required, a flagman will be stationed so as to be clearly visible to approaching aircraft. This person will direct the pilot to the ground guide. The ground guide will indicate when he is ready to guide the aircraft.

(3) Ground guide position.

(a) The position of the ground guide for a fixed-wing aircraft is on a line extending forward of and at an oblique angle from the left (port) wing. The pilot's eyes must be visible to the ground guide from this position.

(b) The position of the ground guide for a rotary-wing aircraft is relatively the same as that for a fixed-wing aircraft. However, the ground guide may be on either side of the aircraft as long as the pilot's eyes are visible to him.

FM 1-300

k. Communications. To ensure the safety of aircraft and vehicles on the airfield movement area, two-way radio communication is desirable for tower controllers. The SOP should require pilots and vehicle drivers to obtain tower clearance before they proceed onto the aircraft movement area.

CHAPTER 4**PETROLEUM, OILS AND LUBRICANTS SERVICES BRANCH**

The POL services branch is responsible for servicing aircraft and for inspecting and general policing of its facilities. The branch also is responsible for operating its assigned vehicles.

4-1. PERSONNEL AND RESPONSIBILITIES

The POL services branch includes a branch chief, shift supervisors, and petroleum storage specialists.

a. Branch Chief. The branch chief--

(1) Coordinates branch activities under the supervision of the operations officer.

(2) Prepares an SOP that outlines the duties and responsibilities of branch personnel.

(3) Ensures that personnel are properly trained and qualified to perform their assigned duties.

(4) Assigns specific personnel responsibilities and ensures that duty rosters and performance records are properly maintained.

(5) Ensures that POL handlers are checked semiannually for body contamination.

(6) Inspects POL facilities daily.

(7) Ensures that adequate supplies of aviation fuels, oils and lubricants are on hand to meet current and emergency operational requirements.

b. Shift Supervisors. Shift supervisors--

(1) Inspect POL facilities at least once during a shift.

(2) Supervise and train assigned personnel in their duties.

(3) Coordinate with other branches concerning VIPs and assigned and transient aircraft refueling requirements.

c. Petroleum Storage Specialists. Petroleum storage specialists--

(1) Provide refueling and other related services for assigned and transient aircraft and ensure that transient aviators complete DD Form 1898 for credit card purchases.

(2) Receive, store, and inspect all petroleum products delivered to the storage area.

(3) Perform operator maintenance on lines, tanks, pumps, and valves in the POL storage area.

(4) Use the appropriate safety equipment specified in FM 10-68.

4-2. AIRCRAFT REFUELING (SERVICING)

Normally, refuelers (refueler vehicles) are used to refuel aircraft on the flight line. They should be used when it is more practical to take the fuel to the aircraft than to bring the aircraft to the fuel. Only in unusual circumstances would a refueler be used in rapid refueling because of the inherent dangers of such an operation. FM 10-68 discusses the operating procedures to follow in such a case.

a. Driver Training.

(1) The drivers (operators) of refuelers may not have received formal training in the specialized field of aircraft refueling. The commander should establish and maintain an operator training program for these refueler drivers. The drivers should be thoroughly trained in the step-by-step procedures in FM 10-68.

(2) Any accident involving fuel, an aircraft, or a refueler may result in fire. Only drivers who have completed the appropriate training and demonstrated their ability to refuel aircraft properly should be assigned to aircraft refueling operations. Driver qualification on all appropriate vehicles used by the POL services branch should be noted on DA Form 348 and OF 346.

b. Preoperational Checks. Two types of preoperational checks are performed on refueling vehicles. One type is the preoperational check on the vehicle as a vehicle; for example, checking the inflation of the tires or the coolant level in the radiator. Checks of this type are outlined in the technical

manual for the vehicle. The other type of preoperational check is on the refueling portion of the vehicle. FM 10-68 contains information on these checks.

(1) Daily.

(a) The driver of the tank truck will check the condition of the truck's electrical system before operating the truck.

(b) The driver will perform the aqua glow test on the fuel being dispensed. He should maintain a log noting the tank and pump unit from which the fuel was tested and the results of the test.

(2) Quarterly. Personnel should check the fueling system of the refueler according to FM 10-68. The maintenance check also should be done immediately when a nozzle strainer or a lab report on a fuel sample indicates contamination or when filter-separator elements are installed.

c. Personnel Refueling Requirements. Three persons should be present during the hot refueling of an aircraft. One person operates the fuel nozzle, the second remains at the emergency fuel shutoff valve, and the third mans a suitable fire extinguisher. The third person stands outside the main rotor disk of the aircraft at a point where he can see both the pilot at the controls and the refueler with the nozzle. This person may be from the FARP or one of the aircraft crew members. In a combat situation, METT-T may override the availability of a third person to man the fire extinguisher. Refueling personnel will not have matches, lighters, or other materials in their possession that could produce a spark.

4-3. POL HANDLING AND SAFETY

The handling of petroleum products presents many hazards. However, both bulk and packaged products can be safely handled if personnel understand their characteristics and take precautions. During the receipt, storage, or issue of flammable and combustible petroleum products, personnel must know and observe safety precautions. Table 4-1 shows the safety rules for transferring and storing POL.

Table 4-1. Safety rules for transferring and storing POL

RULES	REMARKS
Bond and ground equipment.	For all petroleum operations, always bond and ground equipment.
Avoid overhead filling.	If you cannot avoid overhead filling, put the end of the filling line inside the tank so that the fuel will be disturbed as little as possible.
Use walkways.	Always use walkways to cross tank fire walls.
Ventilate and clean vehicles and containers.	Collapsible tanks, railway tank cars, and tank vehicles must be cleaned and ventilated as prescribed in FM 10-20.
Observe safety rules when fueling aircraft.	Observe all safety precautions in FM 10-68.
Observe safety rules when loading or transferring POL products.	Observe all safety precautions in FM 10-71.

CHAPTER 5

AVIATION UNIT OPERATIONS

The specific task organization of an aviation unit depends on several factors. They include the unit's primary mission and whether it deploys away from its support base. Operations is the nerve center of an aviation unit. Operations personnel coordinate activities and work directly with adjacent and higher level staff sections. Aviation unit operations controls unit missions, daily operations, flight operations, and training. Unit operations is organized either with a flight operations section or with an aviation battalion operations. Both types of organization are discussed in this chapter in terms of assigned tasks and responsibilities. Section I discusses garrison operations. Section II contains guidance that can assist the commander in the development of training strategies and unit tactical training procedures.

Section I. Garrison Operations

5-1. PERSONNEL AND RESPONSIBILITIES

a. Operations Officer or S3.

(1) The aviation unit commander should choose an experienced, mature, and responsible officer as the operations officer. Preferably, the individual designated should have served as a platoon leader or company commander in a similar unit. He should be familiar with the type of missions flown, the equipment, the personnel, and unit operations.

(2) The operations officer is the commander's principal staff officer for operations, plans, organization, and training. The scope of the operations officer's responsibilities influences or is influenced by other staff functions. Thus a high degree of coordination with other staff members is essential.

(3) The operations officer briefs the commander on the status of the unit. The briefings should include mission readiness, training status, problem areas, and upcoming missions and taskings that will affect the readiness of the unit in any critical area. The operations officer relies on his staff to provide information for the briefings. The briefings must be

timely, complete, and accurate so that appropriate decisions can be made. The commander gives guidance to his staff on his plans and expectations.

b. S3 Air--Airspace Management Element. The airspace management function at brigade or battalion level is the staff responsibility of the S3. The AME is supervised by the S3 Air who ensures that the commander's airspace management requirements are met. FMs 1-103 and 100-103 discuss the airspace management function in detail.

c. Flight Operations Officer. In a unit with a flight operations section, the flight operations officer coordinates unit flying requirements and briefs the unit commander on the status of flight missions. He also briefs the commander on the status of the unit's flying capability based on aircraft availability and on information in flying-hour reports and crew status reports. The flight operations officer is assisted in this function by flight operations personnel who obtain data, compile reports, maintain records, and provide the physical support necessary to accomplish the mission.

(1) The duties of the flight operations officer include--

(a) Supervising and monitoring the unit's flying-hour program.

(b) Accepting, processing, coordinating, and assigning flight missions.

(c) Monitoring flight requirements for the unit's aircrew training program.

(d) Supervising and maintaining aircrew proficiency and qualification records.

(e) Assisting in monitoring the unit's crew endurance program.

(2) The flight operations officer has supervisory responsibility for coordinating unit requirements when the unit is deployed away from a flight planning facility or an airfield. This includes coordinating the use of other available facilities in the area where the unit is deployed. Some items which should be considered are--

(a) Maintaining a unit hazard map.

(b) Coordinating unit crash and rescue operations.

(c) Maintaining an aircraft status board and publications file.

(d) Establishing flight-following and air traffic procedures when the unit is in an area without an ATC facility.

(e) Establishing procedures for logging flights by using either flight plans or tactical flight logs.

(f) Establishing procedures for obtaining weather information and NOTAMs.

d. Assistant Operations Officer. In an aviation battalion, the duties of the flight operations officer are performed by the assistant operations officer. The assistant operations officer briefs the operations officer on the status of flight missions and the unit's flying capability.

e. NBC Officer. An NBC officer, when available, will coordinate NBC reporting, protection, and training for the aviation unit. He may be assisted by an NBC NCO, usually a staff sergeant, for battalion-level operations. The NBC NCO provides NBC unit training, prepares reports, maintains equipment, and assists in the setup of decontamination stations.

f. S3 Operations NCOIC.

(1) The operations NCOIC obtains training information, coordinates taskings and training, supervises operations enlisted personnel, and compiles reports. He briefs the operations officer and the unit command sergeant major on the status of the unit's enlisted personnel. This briefing is similar to that given to the commander about the overall status of the unit.

(2) The operations NCOIC may have a training NCO to assist in obtaining training data and scheduling training events. The operations NCO also may schedule and oversee range operations and request ammunition.

g. Flight Operations Sergeant. In a unit with a flight operations section, the flight operations sergeant is concerned with the technical aspects of flight operations. He also acts as the operations platoon sergeant. The duties of the flight operations sergeant include--

- (1) Assisting the flight operations officer.
- (2) Coordinating mission requirements.
- (3) Requisitioning flight information publications.

(4) Developing and publishing the duty roster for operations personnel.

(5) Assisting aircrews in processing flight plans and manifests.

(6) Ensuring the availability of current flight and weather information.

(7) Supervising the maintenance of individual flight logs and records and operations maps and charts.

(8) Ensuring that personnel observe OPSEC procedures when using communications equipment.

(9) Supervising the work of subordinates in installing, operating, and/or maintaining platoon and/or section vehicles and equipment.

(10) Ensuring that the support provided is timely.

(11) Gathering data and entering it on flying-hour reports.

h. Aviation Operations Specialists. The aviation operations specialist is supervised by the operations NCOIC or the flight operations sergeant. The duties of the aviation operations specialist include--

(1) Updating the NOTAM board.

(2) Interpreting and processing flight plans.

(3) Maintaining individual flight record folders.

(4) Maintaining the unit's crew endurance files.

(5) Posting current flight and weather information.

(6) Maintaining the aircrew and aircraft status boards.

(7) Maintaining functional files and typing correspondence pertaining to operations.

(8) Maintaining and operating assigned vehicles and equipment.

(9) Initiating search and rescue procedures for overdue aircraft.

(10) Posting changes to the aircrew reading file.

(11) Issuing, receiving, and inventorying items as required by the unit SOP.

i. Communications Chief.

(1) The communications chief is responsible to the operations officer and/or the NCOIC for all aspects of signal communication. The communications chief works closely with the operations section to establish and maintain fixed and mobile communications.

(2) The establishment of communications is vital to mission success. The communications chief must ensure that an adequate number of personnel are trained in the use and care of communications equipment. He also must ensure that the equipment is available and in good condition and that the operations officer is briefed on the status of training and equipment. The communications chief may be responsible for coordinating radio frequency use and some portions of communications security and for establishing radio networks or wire communication.

5-2. MISSION SCHEDULING

a. Mission Assignment. The aviation company normally receives the unit's missions from the battalion S3. Missions are assigned to unit elements based on mission requirements and the unit SOP.

b. Premission Planning. Initial contact is made with the supported unit, and details about the mission are obtained; for example, point of contact, radio frequencies, and pickup points. The unit commander, platoon leader, or authorized briefing officer--

(1) Conducts a preliminary premission briefing for each crew in accordance with AR 95-1.

(2) Explains the procedures for aborted missions.

(3) Keeps operations informed of mission progress.

(4) Informs crews of information received during initial contact with supported units.

(5) Conducts a crew debriefing upon mission completion.

(6) Submits an after-action report, including any OPSEC violations, to operations.

c. Mission Completion. Upon mission completion, the aircrews complete after-action reports and the platoon leader gives the reports to operations. The aircrews must fill out the postmission debrief on DA Form 5484-R according to AR 95-1.

5-3. DISPATCH FACILITIES

Unit operations should have a flight dispatch capability to control flights in the local area and to supply necessary flight planning for unit aircrews.

a. A flight-following log may be used for the flight following of VFR aircraft that remain in the local area. If the flight log is used in lieu of a flight plan, it must include, at a minimum, the following:

- (1) Aircraft designation and call sign.
- (2) Route of flight.
- (3) Point and time of departure.
- (4) Estimated time en route.
- (5) Actual time of arrival.
- (6) Location of passenger and crew manifest if it is not attached to the flight log.

b. If the flight does not meet the criteria of a local flight under VFR conditions, the aviator must file a flight plan with the unit or airfield operations. The operations will forward the flight plan in accordance with AR 95-11 and FAA Handbook 7110.10. (Chapter 2 describes flight movement messages.)

c. Unit operations will establish a means of obtaining weather and NOTAM information for aircrews on local flights when the unit operations is not collocated with the airfield weather station or the flight planning room. This information may be obtained by telephone or by radio. If neither method is available, the information may have to be picked up in person. (Chapter 2 discusses weather briefings and flight planning facilities.)

d. During nonduty hours, aircrews can obtain weather information by telephoning the FAA weather station or the nearest weather briefing facility identified in the DOD FLIP. They can obtain NOTAM information from the nearest flight briefing

facility. The telephone numbers for these facilities should be prominently displayed by the telephone designated for the use of aircrews.

5-4. FLIGHT PLANNING AREA

a. The flight planning area of the unit operations should be set up similar to the flight planning area of the airfield operations. (Chapter 2 discusses the airfield flight planning area.) The following items should be available:

- (1) An E6B computer and flight plotters.
- (2) An accurate clock depicting local time and Universal Time Coordinated.
- (3) A flight planning table with a surface large enough to lay out navigational charts.
- (4) A Class A telephone so that aircrews can contact the airfield weather station or the FAA flight service station.
- (5) Message boxes in which information for aircrews can be left and picked up by aircrews at their convenience.
- (6) An aircrew bulletin board displaying current flight and safety information.
- (7) Relevant Army regulations, Federal Aviation Regulations, and flight information publications; the aircrew information reading file; the unit SOP; and any other pertinent publications.
- (8) A wall display of the local area depicted on an aeronautical chart. (The chart should depict special VFR corridors, local training areas, NOE training areas, range information, and an updated map showing all hazards to flight operations.)

b. The flight planning area can be as well equipped as the operation requires, but it should be as mobile as possible. When the unit deploys to the field, it should take most of the flight planning equipment.

5-5. AIRCREW TRAINING

The commander is responsible for conducting the aircrew training program in accordance with TC 1-210. He normally assigns the platoon leaders, instructor pilots, and standardization officer

the responsibility for conducting the training. Aircrew training records are maintained by the units and are monitored by the standardization officer.

5-6. OPERATIONS TRAINING AND EVALUATION

Aviation operations specialists should be evaluated when they arrive in the unit. This evaluation will determine their ability to perform all tasks in STPs 1-93P24-SM-TG and 1-93P1-SM for the appropriate individual skill level. Tasks that cannot be adequately performed should be incorporated into an individual, formalized on-the-job training program. Each unit should develop programs to comply with STPs 1-93P24-SM-TG, 1-93P1-SM, 21-1-SMCT, and 21-24-SMCT.

5-7. AIRCRAFT SERVICING

Unit operations furnishes a copy of the daily flight schedule to the POL section. Aircraft refueling will be accomplished according to this schedule. Transient aircraft requiring fuel will request it through the unit operations or directly from the POL section. Operations will coordinate any other type of aircraft or aircrew service required. This may include but is not limited to transient parking or billeting, VIP services, emergency maintenance, or information support and communications.

Section II. Tactical Operations

5-8. TRAINING

Training is essential to the successful accomplishment of any mission. The operations sergeant is responsible for ensuring that assigned operations personnel are adequately trained and competent in all aspects of unit operations in a tactical environment. This training includes but is not limited to the types described below.

a. **Cross Training.** Each individual should be cross-trained in the various functions of tactical operations. This will help ensure mission accomplishment in case of personnel shortages.

b. **Field Operations Training.** Unit personnel must be trained in designated duties and responsibilities. The training should be conducted before the unit deploys for training exercises or combat operations.

c. Army Airspace Command and Control Training. Selected flight operations personnel should be trained in Army airspace command and control procedures. Training will be in accordance with FMs 1-103 and 100-103.

d. Driver Training. At a minimum, drivers and assistant drivers should be trained and licensed in the type of vehicles that they will drive. They also should be trained in--

- (1) Safety.
- (2) Load plans.
- (3) Vehicle PMCS.
- (4) Radio procedures.
- (5) Convoy operations.
- (6) Ambush procedures.
- (7) Vehicle emplacement.
- (8) Cover and concealment.
- (9) Blackout driving procedures.
- (10) Night vision device driving and emergency recovery procedures.
- (11) NBC detection and decontamination procedures.
- (12) Vehicle recovery operations and emergency repairs.

e. Guard and Gunner Training. Guards and gunners should be trained in--

- (1) Range cards.
- (2) Fighting positions.
- (3) Perimeters of fire.
- (4) Air guard procedures.
- (5) Cover and concealment.
- (6) Perimeter guard and TOC security.

(7) Challenge and password procedures.

(8) Enemy prisoner of war procedures.

f. Radio and Switchboard Training. Radio and switchboard operators should be trained in--

(1) MIJI procedures.

(2) Radio net procedures.

(3) Antenna setup and siting.

(4) Radio and equipment PMCS.

(5) Signal operation instructions and secure equipment usage.

(6) Switchboard setup and operation (in the absence of communication personnel).

g. Generator Training and Licensing. After training and licensing, generator operators should be familiar with--

(1) Generator PMCS.

(2) Safety procedures.

(3) Generator operations.

(4) Setup and siting procedures.

5-9. TACTICAL PLANNING

Before the unit conducts operations in a tactical environment, the operations sergeant should develop an operations plan based on the unit's mission essential task list and the tactical SOP. The plan should include vehicle load plans and an assessment of the training strengths and weaknesses of tactical operating procedures and/or common task training. It also should designate the tactical and/or additional duties for--

a. Shift supervisors.

b. Guards and gunners.

c. Jump TOC personnel.

d. Generator operators.

- e. Drivers and assistant drivers.
- f. Radio and switchboard operators.

5-10. ALERT NOTIFICATION

Upon receipt of an alert notification, the operations NCOIC ensures that all personnel are performing their duties according to established procedures. This includes submitting readiness reports and maintaining communications with higher headquarters.

5-11. DUTIES AND RESPONSIBILITIES

a. Operations Sergeant. The operations sergeant is responsible for training assigned personnel. He also is responsible for--

- (1) Monitoring TOC security.
- (2) Scheduling the work flow.
- (3) Ensuring that overlays are reproduced.
- (4) Ensuring that reports are complete and timely.
- (5) Ensuring that missions are reviewed and processed.
- (6) Ensuring that missions comply with airspace control measures.
- (7) Ensuring proper equipment operation and maintenance.
- (8) Establishing and monitoring search and rescue procedures.
- (9) Establishing and monitoring flight-following activities.
- (10) Monitoring and supervising normal administrative flight operations functions.
- (11) Establishing and monitoring CSAR, MEDEVAC, crash rescue, and downed aircraft procedures.
- (12) Designating personnel for miscellaneous support; for example, water, fuel, meals, trash collection, and courier.

b. Shift Supervisors. Shift supervisors are responsible for the training and conduct of personnel assigned to their shift. Their duties include--

- (1) Maintaining DA Form 1594.
- (2) Coordinating flight-following activities.
- (3) Coordinating search and rescue procedures.
- (4) Maintaining noise, light, and litter discipline.
- (5) Ensuring that the TOC is in a high state of police.
- (6) Ensuring that proper radio operating procedures are used.
- (7) Ensuring that flight records are properly maintained.
- (8) Maintaining control of the TOC environment by limiting personnel access.
- (9) Ensuring that situation and operations maps are posted and updated in a timely manner.

c. Aviation Operations Specialists. Aviation operations specialists are responsible for--

- (1) Maintaining flight records.
- (2) Conducting flight-following activities.
- (3) Making entries in DA Form 1594 as directed.
- (4) Assisting with search and rescue procedures.
- (5) Maintaining the TOC in a high state of police.
- (6) Maintaining noise, light, and litter discipline.
- (7) Updating situation and operations maps in a timely manner.
- (8) Assisting with normal administrative flight operations functions.
- (9) Using proper radio operating procedures when transmitting radio messages.

5-12. RECORDS AND REPORTS

a. Appropriate records, reports, and other documentation are maintained during training exercises and combat operations per the unit SOP. The accuracy and validity of these records and reports are vital because they may be used to record unit activities during armed conflict. Records and reports are usually separated into two categories: those required to establish policy or permanent records and those required daily for current operations. The required records and reports include but are not limited to those listed below.

- (1) NBC reports.
- (2) Spot reports.
- (3) MIJI reports.
- (4) Weather reports.
- (5) Closing reports.
- (6) Stand-to reports.
- (7) Casualty reports.
- (8) Mission debriefings.
- (9) Fuel status reports.
- (10) Combat loss reports.
- (11) Vehicle status reports.
- (12) Aircraft status reports.
- (13) Personnel status reports.
- (14) Logistics status reports.
- (15) Ammunition status reports.
- (16) Aircraft accident reports.
- (17) Section sensitive item reports.
- (18) Prisoner of war status reports.
- (19) Unit FARP location and status reports.

(20) Downed aircraft reports. (For MEDEVAC, SAR, or CSAR, units reporting downed aircraft should verify the grid coordinates before they notify higher headquarters, the RCC, and/or the JRCC.)

b. Operations personnel maintain a daily staff journal on DA Form 1594 according to FM 101-5. Radio and wire conversations, spot reports, liaison officer reports, OPSEC violations, and significant activities reports are recorded in this journal.

5-13. TACTICAL OPERATIONS CENTER

Many considerations are involved in setting up, operating, and tearing down a TOC. The operations sergeant is responsible for supervising the enlisted personnel who set up, operate, and tear down a TOC. Figure 5-1 shows a sample TOC.

a. Setup and Teardown Procedures.

(1) Setup procedure. Personnel--

- (a) Maintain communications during the setup procedure.
- (b) Locate a suitable area with adequate drainage.
- (c) Establish a security perimeter.
- (d) Accomplish tent or expandable van setup.
- (e) Set up antennas and connect them to the mobile radio until the work area is set up.
- (f) Set up the work area.
- (g) Establish power to radios in the work area and connect antennas.
- (h) Emplace vehicles that are not being actively used.
- (i) Accomplish camouflage and concealment.
- (j) Perform other duties per the unit tactical SOP.

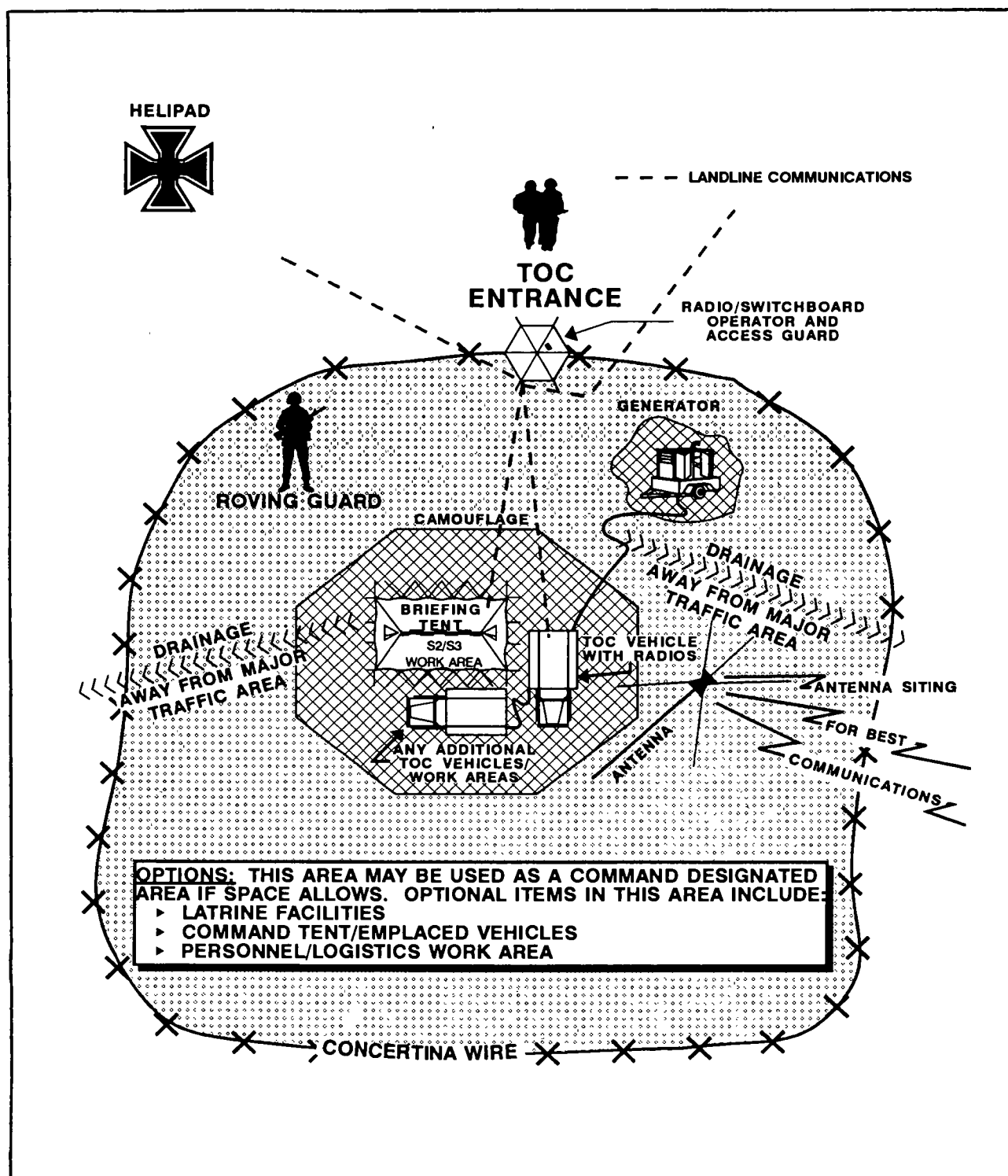


Figure 5-1. Sample tactical operations center

(2) Teardown procedure. Personnel--

- (a) Remove camouflage.
- (b) Transfer communications to a mobile vehicle.
- (c) Remove external generator power from emplaced vehicles.
- (d) Disassemble the work area, security perimeter, and guard posts.
- (e) Load vehicles according to the vehicle load plan.
- (f) Police the area.
- (g) Move vehicles into convoy formation.
- (h) Send a site closing report over mobile communications and await movement orders.
- (i) Perform other duties per the unit tactical SOP.

b. Operational Requirements.

- (1) Upon arrival at the TOC site, the supervisor--
 - (a) Establishes communications with the next higher (tasking) headquarters.
 - (b) Directs emplacement of the TOC.
 - (c) Submits a closing report.
 - (d) Directs the setup of the TOC.
 - (e) Monitors safety procedures.
 - (f) Establishes a crew endurance program.
 - (g) Establishes and assigns crews and shifts.
 - (h) Directs security and perimeter defense for the TOC.
 - (i) Directs the establishment of communications with supported and/or supporting units.

- (2) During normal operations, the supervisor--
 - (a) Monitors ongoing field training.
 - (b) Conducts after-action reviews as required.
 - (c) Coordinates with the S3 about operational requirements.
 - (d) Monitors the duty performance of shift personnel.
 - (e) Coordinates with the first sergeant for section support.
 - (f) Coordinates with the battalion or brigade S3 for Army airspace command and control measures as necessary.
 - (g) Obtains shift intelligence briefings and briefs subordinates on a need-to-know basis.
- (3) Recovery operations are as important as setup operations. During recovery operations, the supervisor--
 - (a) Ensures that drivers are rested before departure.
 - (b) Ensures that all starting, reporting, and closing points are met on time.
 - (c) Inventories all equipment for accountability, serviceability, and cleanliness.
 - (d) Reports all field shortages, losses, or damage to the appropriate sections.
 - (e) Ensures that sensitive items are accounted for and turned in and that a closing report is submitted to higher headquarters.
- (4) Once TOC operations are established and functioning properly, the operations sergeant--
 - (a) Monitors unit movement orders.
 - (b) Updates unit mission requirements.
 - (c) Assists in selecting landing areas.
 - (d) Monitors MOPP level alert warnings.

(e) Monitors the status of predesignated dispersal areas.

(f) Ensures that equipment is accounted for and properly maintained.

(g) Ensures that operations are conducted according to the unit tactical SOP.

(h) Assists in determining the locations of FARPs, the number of usable points, and the status of the FARPs.

(i) Assists in the development of operation orders, warning orders, fragmentary orders, and operation plans.

c. Movement Preparation Phases. The operations sergeant or the shift supervisor should periodically check all phases of the preparation for movement. This is accomplished by inspecting vehicle load plans, weapons, MOPP gear, and personal equipment (TA50) for maintenance and accountability.

d. Communications. Successful employment of the TOC within an aviation unit depends on the capability of TOC personnel to communicate with all echelons. The communications section is responsible for establishing the communications network. Specifically, it is responsible for operating the installation switchboard and maintaining the internal communications system.

(1) Units can use a variety of methods to communicate on the battlefield. The most widely used method is FM-secure. Successful operations within any communications network depend on reliability, flexibility, and security.

(a) Reliability. The reliability of the system depends on several factors. They include well-trained and proficient personnel, properly maintained equipment, and an alternate plan for backup communications. High system reliability depends on training, PMCS, and planning.

(b) Flexibility. Flexibility and reliability are closely related. A flexible system provides more than one means or route to transmit a message. For example, weather reports between major headquarters can be relayed by radio teletype-writers, multichannel networks, or messenger.

(c) Security. Security for a communication system is essential and can directly affect the outcome of any combat operation. Personnel, special equipment, operating procedures, and equipment emplacement or employment all affect the security of a communication system.

(2) The communications chief should inventory all communications equipment and check it for serviceability before the unit deploys. He should then assist the operations officer and/or the NCOIC in conducting a map and site reconnaissance to select the most advantageous location for the communications equipment. The communications chief advises the unit commander on proposed communication system plans and deployment procedures. The commander approves the selected site and deployment procedures and ensures that the plan is carried out.

(3) The communications chief should supervise the loading of all communications equipment onto unit vehicles as outlined in the unit load plan.

(4) Operations personnel should use landline communications to coordinate and clear tactical flights with the air traffic services element (when available) before the aircraft depart. They also should use landline communications when they communicate with unit elements on the internal wire network. When landline communications are not feasible, personnel should use FM-secure radio channels. Personnel must avoid discussing classified information on any landline system. FM 11-50 describes the specific types of aviation company communications.

5-14. JUMP TOC OPERATIONS

The jump TOC is the forward deployed element of the main TOC and is the operational command post during movement of the main TOC. It is sometimes referred to as the tactical command post. Jump TOC personnel should be trained in all aspects of TOC operations. Because of mission requirements, the jump TOC should be manned by personnel who require the least amount of supervision; that is, they should be self-sustaining and highly motivated. The unit SOP should outline operating procedures for the jump TOC.

5-15. OPERATIONS AND SITUATION MAPS

a. Aviation operations specialists and NCOs are responsible for preparing the unit situation map. They obtain information for preparing the map from combat operation plans or from the S2/S3 or G2/G3. The unit situation map usually has several overlays. It is a graphic representation of known or suspected enemy and/or friendly locations and activities and depicts the current tactical, administrative, and logistical situations. FM 101-5-1 specifies the information that will be placed on the map and overlays. Updating the map and its associated overlays requires the joint efforts of all unit operations personnel. Airspace information may be obtained from the division or corps Army airspace command and control element, the airspace control order,

and/or the air tasking order. FM 100-103 requires that this information be posted to the airspace overlay to ensure that air traffic does not conflict during aviation operations.

b. Tactical situation maps are used to keep unit commanders informed of developments on the constantly changing battlefield. This information helps the commander determine how best to employ aviation assets in a threat environment. Aviation operations personnel are responsible for maintaining the unit's situation map for both mission and command briefings. The S3 is responsible for ensuring that situation maps and overlays are properly maintained. The information posted must be accurate, current, and legible.

5-16. AIRCREW MISSIONS

The S3 or assistant S3 will receive a warning order before receiving the mission. He will then determine the required course of action.

a. To ensure a thorough understanding of assigned missions, flight leaders or air mission commanders will receive a preflight briefing from a briefing officer designated by the commander. A copy of DA Form 5484-R will be retained in the unit files for at least 30 days. (An example of a DA Form 5484-R is in Appendix H.)

b. After the air mission commanders have been briefed, they plan their missions and brief the aircrews, using DA Form 5484-R. They also use DA Form 5484-R to conduct a postmission debriefing.

c. A general debriefing may be given daily to all aircrews to provide pertinent information about tactical operations for the next 24 hours. This briefing reduces the amount of information that must be presented at the preflight briefing.

d. The aviation safety officer should consider safety in all phases of tactical operations and training. He should be an active participant from preexercise planning to after-action reports.

5-17. COMBAT SEARCH AND RESCUE OPERATIONS

Combat tactical missions usually have priority over search and rescue operations. However, all rotary-wing units are tasked with the secondary mission of CSAR. FM 90-18 discusses CSAR operations. Appendix C contains information on conducting search and rescue operations in peacetime.

CHAPTER 6

SAFETY

Safety is everyone's responsibility. Every commander should establish an effective safety program to enhance efficiency and mission accomplishment. The Commander, US Army Safety Center, is the Director of Army Safety. He is the primary advisor to the Chief of Staff, US Army, for all aspects of safety affecting the total Army family. The Army safety program is designed to aid the commander at each echelon in conserving personnel and material resources, thereby increasing the combat effectiveness of every organization in the Army.

6-1. AIRCRAFT ACCIDENT PREVENTION

Accident prevention involves using special techniques to detect unsafe behavior and conditions that cause accidents.

a. Accident prevention is a command responsibility. Commanders must ensure that the safety program involves all personnel and activities of the organization. Commanders also must establish whatever additional requirements may be necessary to ensure the safety of personnel under their control.

b. To assist in administering the aviation accident prevention program, MACOM, corps, division, and aviation brigades and battalions should have a TOE- or TDA-authorized, full-time position for a qualified ASO. Each company commander will appoint an aviator as the unit safety officer. A safety-trained NCO will be appointed to assist the ASO at brigade and battalion levels. These appointments will be made in accordance with AR 385-95.

c. The USAAVNC publishes the Guide to Aviation Resources Management for Aircraft Mishap Prevention. The guide is primarily designed for use by Army aviation commanders and staff officers. It contains comprehensive checklists to assist the aviation safety officer and NCO in conducting an aircraft accident prevention survey. (The survey is required at least semiannually.)

6-2. PREACCIDENT PLAN

A preaccident plan will be developed and maintained for each operational Army airfield, heliport, and aviation activity. The

airfield operations officer is normally responsible for preparing and disseminating the preaccident plan. (Appendix C discusses emergency plans and overdue aircraft procedures.)

6-3. CONTINGENCY PLANS

a. **Emergency Plans.** The emergency plans should provide enough guidance to ensure the immediate issue of vital information to personnel who have responsibilities during an emergency. (Appendix C discusses emergency plans in detail.)

b. **Hurricane and High Wind Plan.** AR 95-87 prescribes joint policy and responsibility regarding hurricane evacuation procedures for military aircraft in the continental United States. During a hurricane evacuation, Army commanders of airfields and flight activities will, at their discretion, evacuate assigned aircraft and impose temporary restrictions on the use of flight facilities under their control. A detailed plan should be outlined in the local SOP and implemented when a hurricane or high wind warning is received. The plan should include but not be limited to--

- The evacuation, storage, or tie-down of aircraft. (The tie-down instructions in the aircraft operator's manual must be followed.)

- The removal of loose objects from parking areas; for example, chocks, fire extinguishers, boarding ramps, toolboxes, and work platforms.

- The protection of window glass and interiors by using prefabricated window covers. (To allow for pressure equalization, the building should not be made airtight.)

- The conduct of checks on backup power sources to ensure efficient operation and availability of required fuel and oil.

c. **Disaster Relief Operations.** Disaster relief operations are authorized by AR 500-60. According to AR 95-1, Army aircraft will be used for official purposes only. Determination of whether a use is official is a command decision. MACOMs are responsible for formulating disaster plans for their areas. Operations officers should know how airfields interface with those plans.

6-4. AIRCRAFT ACCIDENT INVESTIGATION

a. A successful aircraft accident investigation requires proper planning and organization, a vital part of which is the preaccident plan. Well-laid plans before the accident occurs will ensure that personnel and equipment are effectively used. On the other hand, if a good plan is not in place, the accident scene can quickly become one of complete confusion. DA Pamphlet 385-95 is a guide for the conduct of an aircraft accident investigation.

b. Commanders will ensure that all Army accidents that result in injury, occupational illness, or property damage are investigated, analyzed, reported, and recorded. All reports must be complete and factual to aid in accident causation analysis and accident prevention efforts. AR 385-40 contains information on accident classification.

6-5. OPERATIONAL HAZARD REPORT

An operational hazard is any condition or act that affects or may affect the safety of Army aircraft or associated personnel and equipment. AR 385-95 contains information on preventing accidents caused by operational hazards.

a. Operational hazards include inadequacies, deficiencies, or unsafe practices in--

- Operation of weather services and facilities.
- Maintenance or inspection of aircraft.
- Operation and maintenance of airfield facilities and services.
- Aircraft ground support services.
- Navigational aids (en route or approach facilities).
- Procedures, techniques, or instructions on the management of air traffic.
- Regulations, procedures, or policies published by the FAA, ICAO, or DOD agencies.
- Training and education.
- Flight publications.
- Near collisions between aircraft in flight.

b. An OHR is not submitted when corrective action has already been taken. Also, it is not submitted on materiel failure of aircraft components and ground support equipment. An SF 368 is submitted for such conditions or failures.

c. Commanders will establish procedures for reporting operational hazards and ensure that all such reports are investigated and that hazardous conditions are corrected. All commands will use DA Form 2696-R for reporting operational hazards.

d. An OHR will be submitted to the ASO or Army flight operations office at the unit or the installation where the hazard was observed. If this is not possible, either the home airfield or the next airfield at which the reporting individual lands should receive the report. The ASO will immediately forward the OHR to the installation concerned. The ASO will thoroughly investigate the report and submit recommendations to the commander. When corrective action cannot be taken at unit level, the report will be forwarded through channels to the command level at which appropriate corrective action can be taken.

e. The commander responsible for taking necessary corrective action will notify the originator of the OHR within 10 working days of the action taken or contemplated.

f. Any reports that have worldwide application will be forwarded to Commander, US Army Safety Center, Fort Rucker, AL 36362-5363. Information copies of all OHRs not correctable at or below MACOM level and reports that indicate the possible involvement or deficiency of FAA personnel or facilities also should be forwarded to the US Army Safety Center. Copies of OHRs about Army ATC procedures will be forwarded to Commander, US Army Aviation Center, ATTN: ATZQ-ATC-MO, Fort Rucker, AL 36362-5265.

6-6. HAZARDOUS MATERIAL

Hazardous material is defined as any material that is flammable, corrosive, explosive, toxic, radioactive, nuclear, unduly magnetic, or biologically infective or that acts as an oxidizing agent. It also includes any other material that may endanger human life or property because of its quantity, properties, or packaging.

a. **Transport.** Flight operations personnel must comply with special procedures governing the transport of hazardous materials by aircraft. AR 95-27 outlines the operational procedures for aircraft transporting hazardous materials. ARs 200-1 and 420-90, FM 55-9, and TM 38-250 contain additional information on the transport of hazardous materials.

b. Safety Regulations.

(1) When necessary, the supported unit will brief the aircrew in charge of transporting the cargo on the special handling requirements prior to takeoff.

(2) When an aircraft loaded with ammunition or fuel as cargo takes off or lands at an airport, the pilot will notify the ATC facility of that airport about the--

- Quantity and type of load.
- Classification of the load.

NOTE: If the contents of the aircraft are classified, the pilot will inform the ATC tower that he is unable to divulge the aircraft's contents because of their sensitive nature. The procedures for handling these aircraft will be the same as for any other aircraft carrying hazardous material.

6-7. AIRCRAFT FIRE-FIGHTING AND CRASH AND RESCUE SERVICES

a. Aircraft fire-fighting and rescue services may be provided by the installation engineers. Personnel and equipment also may be assigned under the supervision of the airfield operations division. In either case, these critical functions must be closely coordinated with the branches of the operations division. AR 420-90 establishes basic procedures and responsibilities for crash and rescue operations at airfields under Department of the Army jurisdiction. Primarily, these procedures apply to airfields that have a sustained daily average of 40 or more flight activities (takeoffs and landings). To the extent possible, they also apply to airfields with less than 40 daily flight activities and to other airfields with authorized rescue and fire-fighting facilities.

b. The installation commander having jurisdiction over an airfield is responsible for maintaining an effective organization of trained personnel and adequate and reliable equipment. The commander ensures that the airfield provides emergency protective services for flight activities and the types of aircraft operating at that airfield. These services include publishing detailed emergency fire-fighting and rescue procedures and procedures that govern hazardous cargo and defueling operations as outlined in AR 420-90. These procedures should be posted at each location where emergency calls are received; each person must be familiar with them. (Appendix C contains information on emergency plans and personnel responsibilities.)



.

.



.

.



CHAPTER 7

FLIGHT RECORDS

The management of flight records is a major function of aviation unit operations. The records must be properly maintained. They become permanent Department of the Army records for statistical and historical data on aviators and flight surgeons. Rated and nonrated crew members also may use the records as proof of their flight experience. Section I contains information that applies to both rated and nonrated crew members. Section II is an overview of the automated flight records system. Section III provides instructions for maintaining the flight records of rated crew members, and Section IV has instructions for maintaining the flight records of nonrated crew members.

Section I. General

7-1. FORMS AND RECORDS

a. Flight records are maintained on aviators in operational and nonoperational aviation positions. They also are maintained on initial entry aviators and personnel (rated and nonrated) who are authorized to take part in aerial flights and for whom the Army certifies and keeps flight records. Records on aviators in nonoperational aviation positions and those personnel restricted or prohibited by statute from flying Army aircraft will be maintained according to AR 95-3. All other records will be distributed and maintained according to AR 95-3 and this manual.

b. The forms used to maintain flight records are filed in the DA Form 3513, which is discussed in paragraph 7-3. They are distributed as shown in Table 7-1. AR 25-30 provides guidance on the requisition of blank forms.

c. Other forms are maintained as a permanent part of the flight records. They include initial aviator aeronautical certification, initial crew wing orders, and orders placing an individual on flying status or terminating that flying status. They also include certificates of completion awarding further aeronautical designations and senior or master aviator or crew member orders.

Table 7-1. Distribution of flight record forms upon closeout

PERSONNEL CATEGORIES	ORIGINAL	FIRST COPY	SECOND COPY
Operational active duty or ARNG aviators or flight surgeons who accomplish or fail to accomplish required annual minimums.	Retain in the IFRF	To the individual	Not required
Other personnel on active duty who qualify for incentive pay	Retain in the IFRF	To the individual	Not required
Army Reserve aviators, flight surgeons, or medical officers in aviation service but not on extended active duty who accomplish the required annual minimums.	Retain in the IFRF	To the individual	Forward to Cdr, ARPERCEN, ATTN: DARP-OPC-AV, 9700 Page Blvd., St. Louis, MO 63132-5200, for file in the individual's personnel records.
Other Army Reserve crew members in aviation service but not on extended active duty who qualify for incentive pay.	Retain in the IFRF	To the individual	Not required

NOTE 1: The Commander, US Army Reserve Personnel Center, keeps the individual flight records of all aviators and flight surgeons after their retirement, discharge, resignation, assignment to the USAR control group, or death.

NOTE 2: Individuals must retain a copy of their flight records. This will facilitate the reconstruction of their flight records in case the records become lost or destroyed

NOTE 3: A disk copy of the individuals latest closeout will be retained at the losing unit for a period of two years after an individual departs the unit unless receipt of the individuals flight records is obtained from the gaining unit. Another disk copy will be forwarded to the gaining unit (along with a preaddressed postcard which will acknowledge receipt of the records) in an envelope which will be attached to the left side of the flight records folder. Upon receipt of the individuals flight records, the gaining unit will send the postcard to the losing unit acknowledging receipt of the flight records.

d. The procedures for determining aviation service, total operational flying duty, and eligibility criteria for aeronautical ratings (senior or master Army aviator) are in AR 600-105. Eligibility criteria for a senior or master crew member award are in AR 672-5-1.

e. Each rated or nonrated crew member must present his flight records to the unit to which he is assigned within 14 working days after reporting for duty according to AR 95-1. Nonoperational aviators will process their flight records according to AR 95-3.

7-2. FLIGHT RECORDS CLOSEOUT

DA Forms 759 and 759-1 are prepared only when the flight records are closed. A consolidated DA Form 759-3 also is prepared when the records of a nonrated crew member are closed. ARs 95-3 and 385-95 require flight records to be closed at the following times:

- Upon death.
- Upon termination of flying status.
- Upon nontemporary disqualification from flying status.
- At the end of the fiscal year or birth month of an Active Army nonrated crew member.
- When directed by an aircraft accident investigation board.
- Upon a change of assignment or attachment governing flying duty. (A closeout is not required when the flight records custodian does not change.)
- At the end of the birth month of an Active Army aviator or flight surgeon in an operational flying position.
- Upon a change of designation (noncrew-member to crew member or vice versa), change of duty status (operational to nonoperational), or change of aviation service (active or reserve).

7-3. INDIVIDUAL FLIGHT RECORDS FOLDER

Flight records are filed in the Individual Flight Records Folder. Flight record managers must ensure that flight records are safeguarded per Privacy Act regulations.

a. Folder Labeling Procedures.

(1) Labels will be typed or neatly printed. If several folders are under one file number, a dummy folder that contains the full label entries may be used. The dummy folder must be taped shut so that no documents can be placed in it.

(2) The label for the dummy folder or file divider will contain the file number, file title, and disposition instructions. Subsequent folder labels need only show the file number and contents of the individual folder. For example, the label for the dummy folder or file divider will read "95-1a Individual Flight Records, Forward with the individual personnel records jacket on reassignment, change of duty status, retirement, discharge, or death of the individual." All subsequent folders will be labeled "95-1a, individual's last name, first name, and middle initial; rank; and social security number." (The birth month is optional.) The label will be placed in the upper left corner of the dummy folder or file divider.

b. File Arrangement. DA Forms 759 and 759-1 for rated crew members are arranged for permanent file on the right side of the folder. The most current closeout is on top. DA Forms 759, 759-1, and 759-3 for nonrated crew members also are arranged for permanent file on the right side of the folder with the most current closeout on top. Figure 7-1 shows examples of the arrangement of closeout forms. Figure 7-2 on page 7-6 shows examples of the arrangement of documents on the left side of the folder. Subject areas are separated with DA Forms 201A that are labeled "ATP Extensions/Waivers," "Medical," and "Orders." Documents on the left side are arranged in the order listed from top to bottom.

NOTE: A six by nine inch envelope containing a 5 1/4 inch disk copy of the latest closeout and a postcard with the unit address, will be placed on top of the documents on the left side of the folder. Miscellaneous documents of a temporary nature, such as requests for orders, may be placed on top of the DA Form 201A that is labeled "ATP Extensions/Waivers."

(1) ATP extensions/waivers.

(a) Copies of the commander's written approval of extensions for those individuals who fail to complete their annual ATP requirements are placed in this section. When the individual meets the requirements, an entry is made in Part IV of DA Form 759. The copy of the extension approval is removed from the IFRF and filed according to MARKS. (AR 25-400-2 contains information about MARKS.)

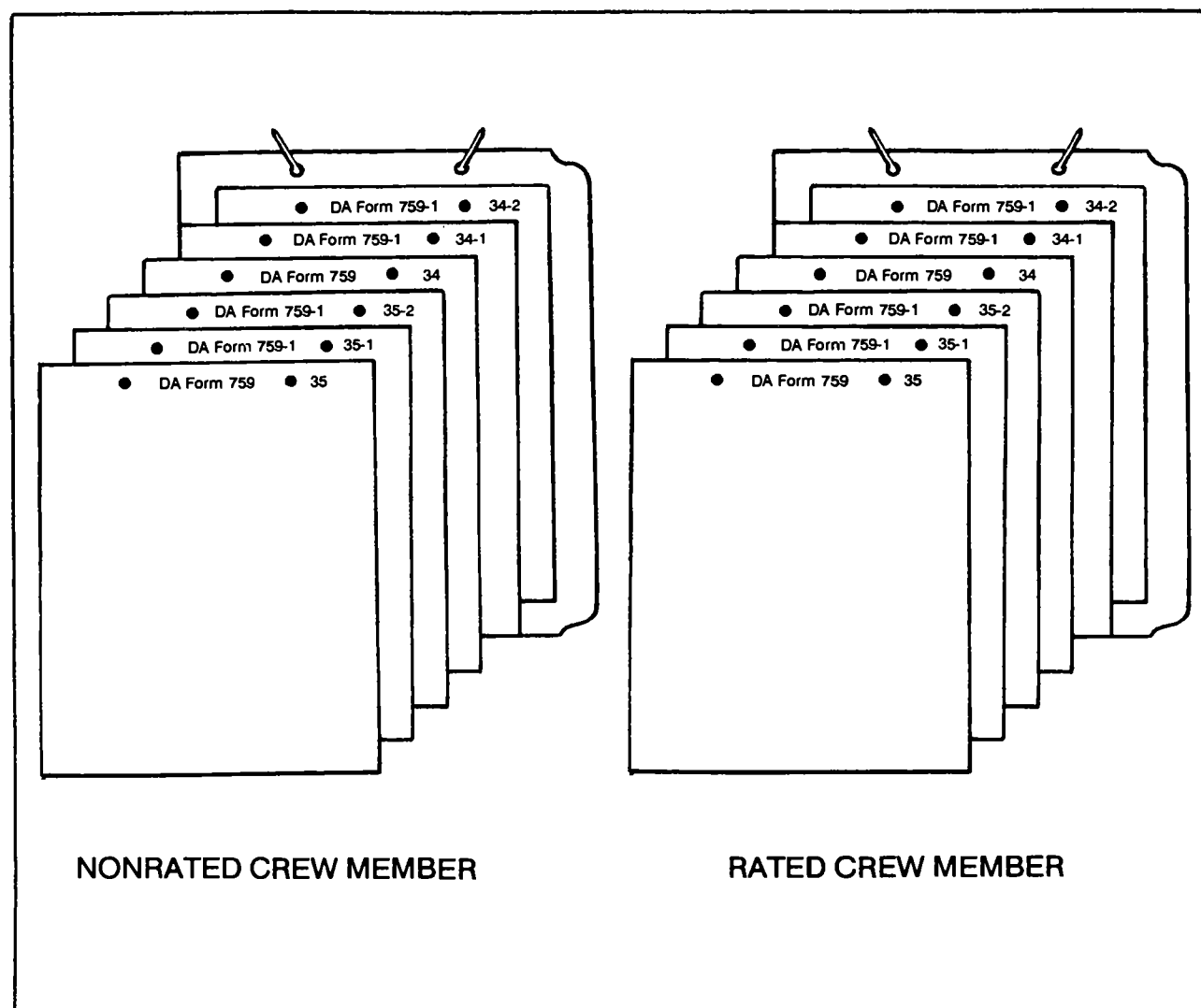


Figure 7-1. Arrangement of flight record forms at closeout

(b) Waivers of ATP requirements for specific individuals or an entire group also are placed in this section. For example, a blanket waiver may be issued for personnel in a hostile fire zone, especially if the servicing medical facility cannot conduct portions of the flight physical. The blanket waiver usually will state a specific time frame during which the individuals must complete their flight physicals upon reassignment to CONUS. Individual waivers for certain ATP requirements also are common in a hostile fire zone.

(c) When an entry regarding the waiver is made in Part IV of DA Form 759, the waiver is removed from the IFRF and filed according to MARKS.

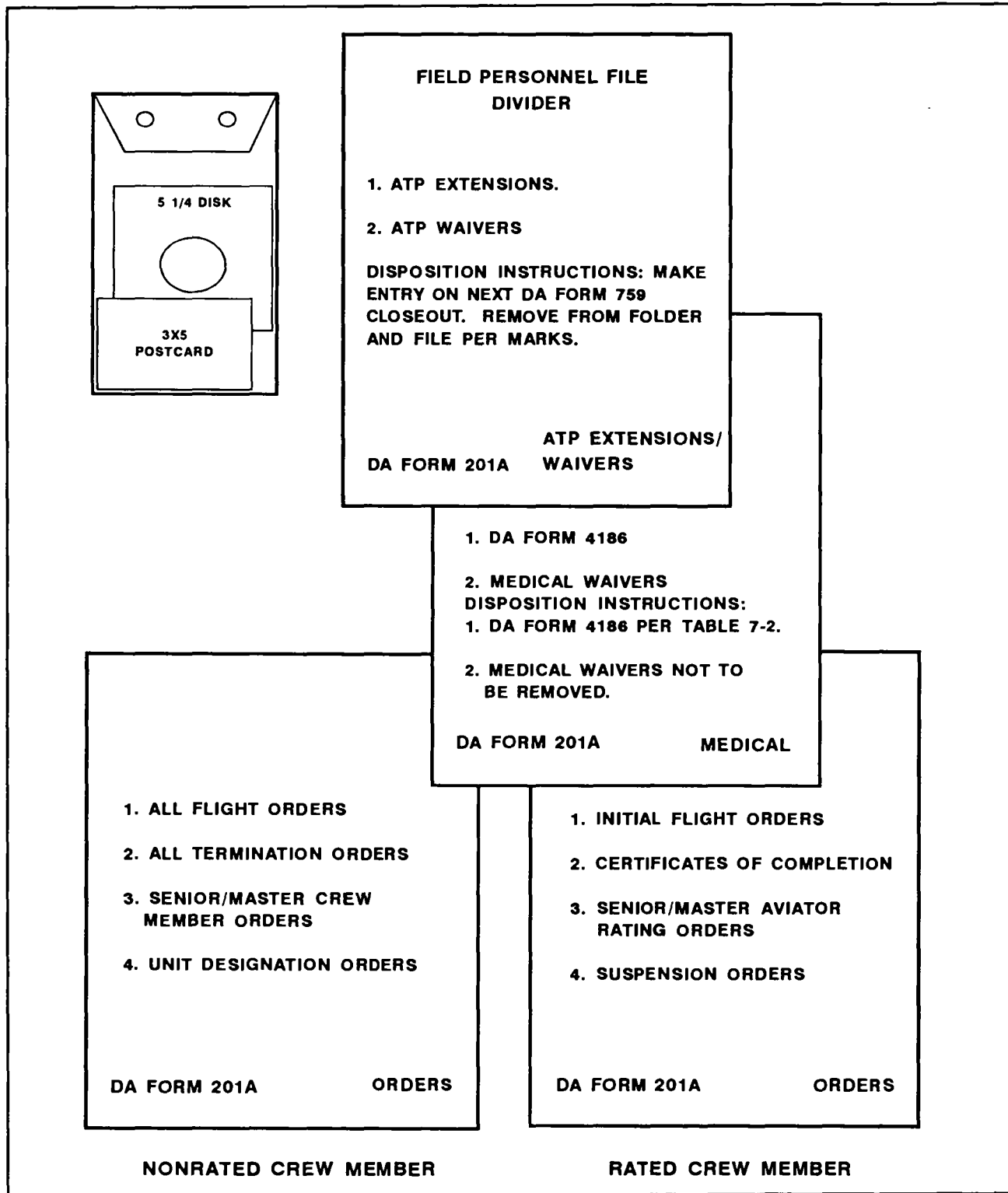


Figure 7-2. Arrangement of DA Form 3513 (left side)

(2) Medical.

(a) A DA Form 4186 is placed in the IFRF at the times specified in Table 7-2. The commander's portion of DA Form 4186 must be completed before the form is filed in the IFRF.

(b) Copies of medical suspensions or waivers are filed, with clearly stated periods of retention, for any action recommended by the flight surgeon.

Table 7-2. Initiation of DA Form 4186

OCCURRENCE	RETENTION
Completion of annual medical examination	Until expiration date
Medical suspension	Until closeout of the DA Form 759
Medical suspension still in effect during the closeout period	Until terminated
Termination of medical suspension	Until closeout of the DA Form 759
Medical clearance when the individual reports to the new duty station	Until completion of the next required annual examination
Assignment to an operational flying duty position from a nonoperational flying duty position	Until completion of the next required annual examination
Medical clearance after an aircraft accident	Until closeout of the DA Form 759

(3) Orders.

(a) Copies of aviation service or flying status orders, aeronautical certification (certificates of completion), and suspension orders (other than for medical disqualification) are placed in this section.

(b) Certificates of completion for IP, SP, IE, or ME also are placed in this section. Unit commanders will initiate unit orders designating aviators as IP, SP, IE, or ME. These orders are maintained as part of the aviator's IFRF until the aviator is reassigned. When the aviator is transferred to another organization, only current unit IP, SP, IE, or ME designation orders are retained in the IFRF. Other unit designation orders are removed.

c. **Lost or Destroyed Folders.** When a crew member's IFRF is lost or destroyed, a new file is generated from the crew member's personal copy of the flight records. Therefore, an individual in transit should not carry his copy of the flight records in the same container as the original copy. This should prevent loss because of inaccessible or lost baggage.

d. **Folder Disposition.** When a change occurs in duty status (such as active to inactive, retirement, discharge, resignation, or death), an aviator's or a flight surgeon's flight records are sent to Commander, US Army Reserve Personnel Center, ATTN: AGUZ-RMR-R, 9700 Page Boulevard, St. Louis, MO 63132-5260. The IFRF will be hand-receipted to the crew member when it leaves the possession of the flight records custodian. The crew member will sign for the IFRF for TDY, PCS, or attendance at the Eastern Army Aviation Training School, Western Army Aviation Training School, or US Army Aviation Center.

7-4. FLYING STATUS AUTHORIZATION

a. Flying status is authorized for Army aviators, flight surgeons, and other rated crew members in accordance with AR 600-105. It is authorized for nonrated crew members in accordance with AR 600-106. Once placed on flying status, the rated crew member retains that status unless terminated in accordance with AR 600-105.

(1) A nonrated crew member must occupy a duty position described in AR 600-106 to be placed on flying status. Other nonrated individuals may be recommended for flying status if they meet the requirements in AR 600-106. A separate request for each individual will be submitted to HQDA. Once HQDA approves the request, the local commander is authorized to issue the actual orders.

(2) The individual must pass a Class II or Class III flight physical before he is placed on flying status. This physical may be temporarily waived for not more than 30 days unless in times of armed conflict.

(a) The individual must renew his flight physical annually not later than the last day of his birth month. He may complete the physical at any time within the 90 days before the last day of his birth month. However, the individual may not complete the physical after the last day of his birth month without an extension (not to exceed 30 days).

(b) If the individual has not had a current flight physical and is not on an extension, he will be terminated from flying status. The individual's flight records will be closed with a statement that the individual's flight records were closed because his medical clearance expired and the effective date of the expiration. Orders will be issued to terminate the individual's flying status. The 120-day written notice for nonrated crew members is not required when the individual fails to meet the minimum flying status requirements. (Paragraph 7-5c discusses the written notice requirement.)

b. If the nonrated crew member meets the criteria in (1) and (2) above, orders will be requested using the format in AR 310-10, Appendix A. A rated crew member must meet the criteria in (2) above to remain on flying status.

(1) When orders are requested, the additional instructions portion of the request is used to designate the specific duty that requires the individual to be placed on flying status. Examples of these duties are UH-60 crew chief, UH-1 and OH-58C platoon sergeant, and OH-58 or AH-64 technical inspector. The individual must perform a specific in-flight duty per the appropriate aircrew training manual or aircraft maintenance manual. The individual is entitled to flight pay based only on the performance of that duty. This duty is a major portion of the job description for the individual being placed on flying status. For that reason, the individual should be able to meet the minimum flying requirements for entitlement to flight pay. If the duty being performed is not frequent and regular or in the discharge of the individual's primary duty per AR 600-106, the request to place the individual on flying status may be disapproved. That decision is made when the authenticator of the flying status order reviews it per AR 310-10.

(2) Unit orders may be used in lieu of submitting a change to the additional instructions portion of orders already requested. These orders should designate the specific duty

being performed and the type of aircraft in which the duty is performed. The unit orders are maintained as part of the nonrated crew member's IFRF until the individual is reassigned. When the individual is transferred to another organization, the unit orders are removed and orders placing the individual on flying status or terminating flying status remain in the file.

(3) A copy of the request for orders is maintained in the individual's flight records folder on the left side until the orders are issued. At that time, the orders are placed under the DA Form 201A that is labeled "Orders." All orders placing an individual on flying status and/or terminating flying status are maintained consecutively with the most current orders on top. Orders are used to determine the eligibility for senior or master crew member status.

7-5. INCENTIVE PAY

a. Entitlement. A rated or nonrated crew member who is placed on orders and performs duties that authorize the payment of ACIP or HDIP is entitled to that pay if he meets the requirements in (1) or (2) below.

(1) Aviation career incentive pay.

(a) An aviator who is qualified for aviation service and is required by orders to perform operational or proficiency flying duties is entitled to monthly ACIP provided he meets his gates and the minimum flight requirements in the aircrew training program. Table 7-3 shows the old and the new criteria for meeting ACIP gates.

(b) An aviator who fails to meet his gates is entitled to monthly HDIP under the provisions of the DOD Military Pay and Allowances Entitlements Manual.

(c) A flight surgeon or other medical officer who is qualified for aviation service and is required by orders to perform operational flying duties is entitled to monthly ACIP. The individual must meet the minimum flight requirements in AR 600-105.

(d) Officers not qualified for aviation service who are required by orders to perform regular and frequent aerial flights are not entitled to ACIP. However, they are entitled to monthly HDIP under the provisions of the DOD Military Pay and Allowances Entitlements Manual.

Table 7-3. Aviation career incentive pay gates

PREVIOUS CRITERIA	REVISED CRITERIA
Continuous entitlement through 12 years of aviation service if qualified	No change
Continuous entitlement through 18 years if 6 of the first 12 years of aviation service involve operational flying	Continuous entitlement through 18 years if 9 of the first 12 years of aviation service involve operational flying
Continuous entitlement through 22 years if 9 of the first 18 years of aviation service involve operational flying	Continuous entitlement through 22 years if 10 of the first 18 years of aviation service involve operational flying
Continuous entitlement through 25 years if 11 of the first 18 years of aviation service involve operational flying	Continuous entitlement through 25 years if 12 of the first 18 years of aviation service involve operational flying

TRANSITION PROVISIONS	

Aviators with fewer than 6 years of aviation service as of 1 October 1991 will be required to meet the new gate criteria throughout their careers to be entitled to continuous ACIP. Aviators with 6 or more years of aviation service as of 1 October 1991 who have met the old gates as of 1 October 1991 will only be required to meet the old gate criterion for their next gate. Thereafter, they will be required to meet the new gate criterion to be entitled to continuous ACIP. Aviators with 6 to 12 years of aviation service as of 1 October 1991 who have not met the old gate criterion (6 years of flight duty) must make both the old gate (6 years of flight duty by the 12th year of aviation service) and a transition gate (9 years of flight duty by the 15th year of aviation service) to be entitled to continuous ACIP through their 18th year of aviation service. Beyond their 18th year of aviation service, aviators must meet the new gate criterion to be entitled to continuous ACIP. Aviators with more than 12 years of aviation service as of 1 October 1991 will continue to be managed throughout their careers under the old gate criteria whether or not they have met the old gate criteria as of 1 October 1991.	

(2) Hazardous duty incentive pay.

(a) Hazardous duty incentive pay is performance-oriented. However, being on flying status does not, in itself, entitle an individual to HDIP. For Active Army rated crew members who have failed to meet their gates or nonrated crew members on flying status, the minimum monthly flight requirement to qualify for HDIP is four hours. For Reserve and National Guard nonrated crew members not on full-time active duty, it is two hours. Table 7-4 shows the flight time requirements for fractional parts of a month.

Table 7-4. Flight time requirements for fractional parts of a month

Days	HOURS OF AERIAL FLIGHT	
	Active Duty	Inactive Duty
1	.2	.1
2	.3	.2
3	.4	.2
4	.6	.3
5	.7	.4
6	.8	.4
7	1.0	.5
8	1.1	.6
9	1.2	.6
10	1.4	.7
11	1.5	.8
12	1.6	.8
13	1.8	.9
14	1.9	1.0
15	2.0	1.0
16	2.2	1.1
17	2.3	1.2
18	2.4	1.2
19	2.6	1.3
20	2.7	1.4
21	2.8	1.4
22	3.0	1.5
23	3.1	1.6
24	3.2	1.6
25	3.4	1.7
26	3.5	1.8
27	3.6	1.8
28	3.8	1.9
29	3.9	2.0
30-31	4.0	2.0

(b) Unit operations personnel must not assume that all time flown by nonrated crew members on flying status is to be counted for pay purposes. Flying time to qualify for entitlement to flight pay must be a product of the performance of duties that required the person to be placed on flying status orders. The scope of duties to be performed is explained in the definitions of crew member and noncrew-member flying status in AR 600-106. Unless these requirements are met, the time flown cannot be used to qualify for pay. For example, a UH-1 crew chief who logs flight time in a CH-47 cannot use the time flown in the CH-47 to qualify for HDIP. Similarly, an AH-1 weapon system repairer cannot be credited with time flown in a UH-1.

(c) Excess time flown for flight pay in crew member status cannot be used for noncrew-member flight pay purposes nor can the opposite be used. Flight records are therefore closed when an individual's flying status changes.

b. Failure to Meet Flight Pay Requirements. If a nonrated crew member or a noncrew-member consistently does not meet the minimum flight requirements and there are no extenuating circumstances that prevent him from doing so, the commander should remove the individual from flying status.

c. Written Notice. A written notice should be given to nonrated crew members when their flying status is being terminated, regardless of the reason for the termination. The notice should include--

- The effective date of the notice and the date that the flying status will be terminated.
- The reason for the termination.
- A statement that this notice constitutes a 120-day notice per AR 600-106 or that an exception to the 120-day notice requirement has been requested from the US Army Total Personnel Command per AR 600-106 and a copy of that request is attached or that the 120-day notice is not required because the reason for the termination does not require such notice per AR 600-106.
- The company commander's signature.
- The crew member's signature.

d. Monthly Exception Certificate. Individual flight records will be reviewed and a certificate, by unit, will be prepared and submitted per AR 37-104-3 to the servicing finance and accounting office before the tenth of the month. The certificate will

indicate whether the individual has qualified for flight pay during the preceding month or if he qualifies for retroactive flight pay. (Appendix I shows the format of a monthly exception certificate.) The certificate applies to rated crew members who have not met their gate and who are not entitled to continuous ACIP. The DOD Military Pay and Allowances Entitlements Manual provides information on the HDIP for nonrated or nondesignated aviation personnel. The unit maintains the monthly exception certificate for two years.

e. Certificate of Incapacitation. When a crew member is physically incapacitated because of an aviation accident and is entitled to flight pay, a statement similar to that in (1) below must be provided to support the continuation of incentive pay.

(1) **Statement.** (Name), (SSN), (organization), is physically incapacitated to perform (type of duty) as a result of (type of accident) and such incapacity resulted from participation in (type of duty). The incapacity originated on (date). From (date) to (end of month or termination of entitlement to incentive pay), (name) continued to be incapacitated.

(2) **Verification.** The statement must be signed and dated by the appropriate medical officer, indicating his name, grade, SSN, and organization.

NOTE: Individuals involved in an aircraft accident who do not have excess flight time may be entitled to HDIP for up to but not exceeding 90 days.

7-6. AIRCREW TRAINING PROGRAM REQUIREMENTS

a. Failure to Meet Requirements.

(1) When a rated or nonrated crew member fails to meet the training requirements in AR 95-3, TC 1-210, and the aircrew training manual for his primary aircraft, the unit commander will investigate. After his investigation is completed, the commander will--

(a) Restrict the aviator from performing pilot-in-command duties until he meets the ATP requirements.

(b) Take one or more of the following actions:

- Authorize the rated or nonrated crew member 30 days to complete the requirements.
- Request a waiver to the requirements.

- Place the aviator before a flight evaluation board per AR 600-105.

(c) Ensure that restrictions imposed and extensions granted are entered in the individual aircrew training folder.

(d) Ensure that extensions and waivers granted for annual ATP requirements are entered on DA Form 759.

(2) If additional time is not granted or if the requirements are not met within the authorized period, the commander will--

(a) Suspend the aviator from aviation service per AR 600-105. A copy of the suspension will be placed in the IFRF until appropriate actions have been completed. The commander will then forward a request for waiver or place the aviator before a flight evaluation board per AR 600-105. Actions regarding DAC aviators will comply with the appropriate federal civil service regulations.

(b) Terminate the nonrated crew member's flying status order per AR 600-106.

b. Waivers to Requirements.

(1) Unit waivers to ATP requirements for primary aircraft may be granted only by commanders of MACOMs and numbered armies; Chief, National Guard Bureau; and Commanding General, US Army Aviation Center. The request for the waiver will state the specific requirement that is to be waived.

(2) Individual waiver authority may be delegated to installation commanders. The installation must request the waiver authority.

7-7. SYMBOLS

Flying duty, mission, and flight condition symbols used in preparing DA Forms 759, 759-1, 759-2, and 759-3 are in AR 95-1. Examples of the symbols are listed below.

a. Flying Duty Symbols.

- AO--aeroscout observer or aerial fire support observer.
- CE--crew chief or aircraft mechanic assigned to a crew chief position.
- CP--copilot.

- FE--flight engineer.
- FI--flight engineer instructor.
- IE--instrument flight examiner.
- IP--instructor pilot.
- ME--maintenance test flight evaluator.
- MO--flight surgeon or other medical personnel.
- MP--maintenance test pilot.
- OR--aircraft maintenance personnel, technical observer, fire fighter, aerial photographer, gunner, flight steward, or similar duties requiring aerial flights.
- PC--pilot in command.
- PI--pilot.
- SI--nonrated standardization instructor.
- SP--standardization instructor pilot.
- UT--unit trainer.
- XP--experimental test pilot.

b. Mission Symbols.

- A--acceptance test flight.
- C--combat.
- D--imminent danger.
- F--maintenance test flight.
- S--service.
- T--training.
- X--experimental test flight.

c. Flight Condition Symbols.

- AA--air to air.

- D--day.
- DG--night vision goggles daylight filter.
- DS--night vision system daylight filter.
- H--hooded instrument flight.
- HO--hands on. (This is used when an aeroscout observer (MOS 93B) is at the controls of the aircraft.)
- N--night.
- NG--night vision goggles (AN/PVS-5A, B, or C).
- NS--night vision system.
- NV--night vision goggles (AN/AVS-6).
- TR--terrain flight.
- W--weather instrument flight.

7-8. FLIGHT TIME TRANSCRIPTION

The aviation unit operations maintains the flight records of both assigned and attached personnel on operational and nonoperational flying status.

a. The flying duty and flight condition symbols and the total hours flown are recorded on DA Form 2408-12. Figure 7-3 shows an example of a completed DA Form 2408-12. The pilot and the crew chief ensure that DA Form 2408-12 is properly completed and that all required information is entered for the crew members on each flight. DA Pamphlet 738-751 contains guidance on completing DA Form 2408-12.

b. After information about the flight is transcribed to DA Form 2408-12, the form is forwarded through the maintenance office to the operations office. It is retained there for three months and then destroyed. All flight time recorded on DA Form 2408-12 is transferred to DA Form 759-2 (rated crew members) or DA Form 759-3 (nonrated crew members).

c. Flights in leased civilian aircraft by Army aviators in the performance of their official duties (fixed-wing qualification, Drug Enforcement Administration missions) will be recorded on DA 759-series forms in the same manner as flights in military (DOD) aircraft. The types of aircraft will be recorded by their civilian designations; for example, BE-90 or C-172.

1 DATE 21 JAN 93		2 SERIAL NUMBER 8424235		3 MODEL AH-64A		4 ORGANIZATION C TROOP 1-4 CAV		5 STATION FT. HOOD, TX							
6a FLIGHT /		DATA FROM LOCAL		TO				TO							
TIME		FROM 12:30		TO :		TO 14:30		FLT HRS 2.0 LDG STD 6 AUTO Ø STARTS #1 #2							
MISSION ID		STD T		CONFIG		LOADS: INTERNAL EXTERNAL PASSENGERS		CYC HSF							
ROUNDS		7 62		20mm		30mm 39		40mm ROCKET TOW HELLFIRE							
STATUS		7 62		20mm		30mm		40mm ROCKET TOW HELLFIRE							
HIT CHECK		NO 1 ENGINE +1		NO 2 ENGINE -1		APU: STARTS 2 HOURS 0.5		HOUR METER HRS							
b PERSONNEL DATA				c DUTY SYMBOL/FLIGHT SYMBOL/HOURS/SEAT											
NAME		RANK		PID/SSAN		DS FS HR S DS FS HR S DS FS HR S DS FS HR S									
FOSTER, K		CW3		421-81-7473		PI D 2.0 B									
BYRON, J		CW2		310-55-1001		OR D 2.0 F									
— LAST ENTRY —															
7 SERVICING DATA															
FUEL ADDED (GALLONS)	GRADE	IN TANKS	OIL 1	GRADE	OIL 2	GRADE	APU	GRADE	OXY-GEN	ANTI-ICING	SERVICED BY	LOCATION			
140	JP4	275	1	23099	1	23099					B. Simpson	Ft. Hood, TX			
130	JP4	275													
70	JP4	275													
440			1		1							TOTALS			

DA FORM 2408-12, JAN 92
EDITION OF JAN 64 IS OBSOLETE

ARMY AVIATOR'S FLIGHT RECORD

For use of this form, see DA PAM 738-751, the proponent agency is DCSLOG

Figure 7-3. Sample of a completed DA Form 2408-12

7-18

7-19

REVERSE OF DA FORM 2408-12, JAN 92

Section II. Automated Flight Records

7-9. AUTOMATED FLIGHT RECORD SYSTEM

a. The AFRS is managed by the Directorate of Training and Doctrine, US Army Aviation Center, ATTN: ATZQ-TDI-E, Fort Rucker, AL 36362-5212. It replaces the manual method used to maintain flight records. Questions or suggestions about the system should be directed to the above address or to the help line number (DSN 558-4280 or commercial (205) 255-4280).

b. Instructions for the use and operation of the AFRS are on disks along with the installation instructions. The program has HELP screens to make it easier to use. At any point in the program, pressing the F1 key will bring up an appropriate HELP screen or a list from which to choose.

7-10. PROGRAM

a. Before installing the AFRS, read the installation instructions to ensure that your computer has the capability to run the program. The README.TXT file provides basic information on the AFRS and instructions for installing the program. The program will be loaded onto your C drive. If you have been using an earlier version of the AFRS, you have the option of updating the master data files into the new version.

b. The AFRS is continually being improved. When a new version is completed, it is sent to all units on the current distribution list. Each new version is effective upon receipt. If your unit is not receiving updates, send your unit's name and address to the organization in paragraph 7-9a. Please include DSN and commercial telephone numbers for your unit.

c. The US Army owns the AFRS program. Therefore, copies may be made of the disks and given to any Army National Guard or Army Reserve unit. When making copies, the user must ensure that all the files from the original disks are copied onto the new disks.

7-11. FORMS AND SYMBOLS

Forms and symbols used in the AFRS are the same as those used in the manual system. Data is printed on the appropriate electronically generated Department of the Army form. In addition, several reports summarizing the data are available with the AFRS to assist in flight program management.

7-12. MASTER FILES

a. The AFRS can be used by one unit or by several units at the same location. Unit identification codes are used to differentiate the units. The data in the AFRS master files is supplied from information on previous closeouts and data entries from DA Form 2408-12. Information in the master files can be reviewed by using the program's QUERY option or by printing any of the optional reports. Flight hours in the AFRS are maintained to the nearest tenth of an hour.

b. Frequent backups of your master data files are a must. At a minimum, a backup should be made at the end of each day when new data is entered. Only blank, formatted disks should be used for any backups, and the backup disks should be dated.

7-13. CLOSEOUTS

a. An individual's records must be reviewed for accuracy before a closeout from the AFRS is requested. This can be done by using the QUERY option or by printing the appropriate forms from the PRINT menu. Examples of these forms are PRINT 759, 759-1, 759-2, and 759-3.

b. When a closeout is requested, the AFRS automatically completes the necessary forms. At the same time, it updates the master files. The AFRS provides for a birth month closeout or for an individual closeout.

c. A year-end closeout for individuals in ARNG units is available. The HELP screens provide information on printing a large number of closeouts at the same time.

7-14. FLIGHT RECORDS RECEIPT AND TRANSFER

a. The AFRS generates the same forms as those used in the manual record keeping for a transfer. It also copies information about the individual to a 5 1/4-inch floppy disk. The individual carries this disk to his new unit. If the individual's new unit is using the same version of the AFRS, the disk is used to enter the individual's records into his new unit's master files.

b. The individual must retain a printed copy of his records in case his new unit is not using the AFRS or is using a different version of the AFRS. In either case, the unit must enter the data into the AFRS manually.

7-15. NONRATED CREW MEMBER FLIGHT RECORD MANAGEMENT

The AFRS provides the basic calculations for maintaining the flight records of nonrated crew members. Some manual adjustment may be required for exceptions not covered by the program.

Section III. Manual Flight Records (Rated Crew Member)

7-16. TEMPORARY WORK SHEET

DA Form 759-2 is used as a temporary work sheet to record information about each flight performed by a rated crew member. It also may be used as a monthly record (consolidation work sheet). However, a monthly consolidation is not required. Table 7-5 contains instructions for completing DA Form 759-2 as a temporary work sheet. Figure 7-4 on pages 7-24 and 7-25 shows a sample temporary work sheet, and Figure 7-5 on pages 7-26 and 7-27 shows a sample consolidation work sheet. General information for completing the temporary work sheet is provided below.

a. DA Form 759-2 is arranged in three sections (A, B, and C). This allows entries for three types of aircraft, flight simulators, and/or seat designations. If a rated crew member flies more than three different aircraft and/or flight simulators during an annual period, an additional temporary work sheet must be used.

b. Information for the temporary work sheet is taken from DA Forms 2408-12. Entries are made in pencil. A single line is used when the date, flying duty symbol, flight condition symbol, and mission symbol (combat and imminent danger flights only) are the same. The hours flown are combined for these like entries. When any of this information is not the same, a separate line is used.

c. As many entries can be made on the form as space allows for both daily and monthly use. A new form for each month is not required. A blank line is left after each month's entries.

d. Flight time is entered in hours and tenths of hours.

e. A new temporary work sheet must be initiated each time the flight records are closed.

f. The temporary work sheet is not filed with DA Forms 759 and 759-1 when the rated crew member's flight records are closed. The unit commander or operations officer determines how long the work sheets are retained.

Table 7-5. Instructions for completing a temporary work sheet

ITEM	INSTRUCTIONS
Block 1	Enter the last name, first name, and middle initial.
Block 2	Enter the rank.
Block 3	Enter the SSN.
Block 4	Enter the month or months and calendar year or years of the period covered.
Sections A, B, and C	Enter the aircraft mission, type, design, and series or flight simulator and, if applicable, the seat designation.
Column a	Enter the month and day.
Column b	Enter the duty symbol from DA Form 2408-12, block 6c.

NOTE: Aviators who instruct or evaluate from a nonflying crew station will use the appropriate duty symbol per AR 95-1. Aviators may not use the symbol "OR" while flying as passengers and/or awaiting their turn on the controls for evaluation purposes. (For example, an aviator who is awaiting pilot rotation in an OH-58 may not log flight time on DA Form 2408-12 until he is at the controls of the aircraft.)

Column c	Enter the flight condition symbol from DA Form 2408-12, block 6c.
Column d	Enter the mission symbol, if applicable, from DA Form 2408-12, block 6a. (Only C and D mission symbols are entered; all others are left blank.)
Column e	Enter the total hours for each daily entry in which all data entered is the same.

NOTE 1: If no time was flown in an aircraft or flight simulator listed in Section A, B, or C for an entire month, enter the month in column a and the comment "NO TIME FLOWN" across columns b through e.

NOTE 2: Enter flight simulator time (military) in the same manner as a separate type of aircraft.

NOTE 3: AH-64 aircraft and 2B40 flight simulator entries are logged by seat designation (DA Form 2408-12, block 6c). Front seat is logged with an "F," and backseat is logged with a "B." Aircraft requiring left or right seat qualification also will be logged with the appropriate letter. Use a separate section on DA Form 759-2 for each designated seat position.

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.														
FLYING HOURS WORK SHEET														
1 Name Foster, Kenneth B.					2 Rank CW3		3 SSN 421-81-7473			4 Period JUN 92 - MAY 93				
Section A (UH-60A)					Section B (2838)					Section C (AH-64A(B))				
Date	Duty Sym	Flt Cond	Msn Sym	Hours	Date	Duty Sym	Flt Cond	Msn Sym	Hours	Date	Duty Sym	Flt Cond	Msn Sym	Hours
a	b	c	d	e	a	b	c	d	e	a	b	c	d	e
JUN					JUN					JUN	NO	TIME	FLOWN	
4	PI	D		2.0	22	PI	W		2.5					
10	PC	N		1.5						JUL	NO	TIME	FLOWN	
18	PC	D		1.5	JUL									
					8	PI	N		1.5	AUG				
JUL					28	PI	W		2.0	2	PI	D		1.5
9	PI	D		0.6						9	PI	N		1.0
15	PI	N		1.5	AUG									
23	PI	N		1.5	6	PC	D		1.5	SEP				
29	PC	D		1.5	6	PC	W		1.5	11	PI	D		2.0
					19	PC	N		1.5	14	PI	NG		1.0
AUG					19	PC	TR		1.5					
3	PI	N		0.9						OCT				
4	PI	TR		2.2	SEP					6	PI	D		1.6
5	PI	TR		2.0	1	PC	TR		1.5					
11	PC	NG		2.5	1	PC	W		1.5	NOV				
12	PC	NG		2.5						9	PI	D	D	1.5
13	PC	NG		1.3	OCT					11	PI	D	D	1.5
18	PC	TR		1.7	5	PC	W		1.5	16	PC	D	D	2.0
					5	IE	W		1.5	17	PC	D	D	3.0
SEP										18	PC	D	D	3.0
8	UT	D		4.0	NOV	NO	TIME	FLOWN		19	PC	NG	D	2.2
9	UT	W		1.0										
9	PC	W		2.0	DEC	NO	TIME	FLOWN		DEC				
10	PC	W		3.4						1	PI	D	C	3.1
23	UT	D		4.0	JAN	NO	TIME	FLOWN		2	PI	AA	C	2.0
24	UT	D		0.4						3	PI	D	C	3.0
24	UT	NG		1.8	FEB	NO	TIME	FLOWN		3	PI	AA	C	1.0
										5	PI	N	C	2.3
OCT	NO	TIME	FLOWN		MAR	NO	TIME	FLOWN		7	PI	N	C	2.0
										7	PI	NG	C	1.6
NOV	NO	TIME	FLOWN		APR	NO	TIME	FLOWN		10	PI	D	C	2.0
DEC	NO	TIME	FLOWN		MAY	NO	TIME	FLOWN		JAN				
										4	PI	AA	C	3.0
JAN	NO	TIME	FLOWN							15	PI	AA	C	3.3
FEB	NO	TIME	FLOWN							FEB	NO	TIME	FLOWN	
MAR	NO	TIME	FLOWN							MAR				
										30	PI	N	C	1.0

DA FORM 759-2, SEP 86

GPO : 1986 O - 169-393

Figure 7-4. Sample temporary work sheet

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY														
For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.														
FLYING HOURS WORK SHEET														
1 Name Foster, Kenneth B.					2 Rank CW3		3 SSN 421-81-7473			4. Period JUN 92 - MAY 93				
Section A. (2B40(B))					Section B. (AH-64A(B))					Section C. (UH-60A)				
Date	Duty Sym	Fit Cond	Msn Sym	Hours	Date	Duty Sym	Fit Cond	Msn Sym	Hours	Date	Duty Sym	Fit Cond	Msn Sym	Hours
a.	b.	c.	d.	e.	a.	b.	c.	d.	e.	a.	b.	c.	d.	e.
JUN	NO	TIME	FLOWN		APR					APR	NO	TIME	FLOWN	
					5	PC	NG	C	2.5					
JUL	NO	TIME	FLOWN		7	PC	NG	C	2.0	MAY	NO	TIME	FLOWN	
					13	PC	NG	C	1.2					
AUG														
17	PI	W		2.0	MAY	NO	TIME	FLOWN						
17	PI	TR		1.5										
17	PI	D		0.5										
24	PI	D		2.5										
24	PI	W		1.5										
SEP														
2	PI	D		2.0										
OCT														
7	PI	N		3.5										
NOV	NO	TIME	FLOWN											
DEC	NO	TIME	FLOWN											
JAN	NO	TIME	FLOWN											
FEB														
8	PC	D		2.0										
8	PC	N		2.0										
15	PC	D		0.5										
15	PC	W		1.0										
15	PC	TR		1.5										
MAR														
2	PC	D		2.0										
2	PC	N		2.0										
8	PC	W		2.0										
8	PC	N		1.0										
15	PC	N		2.0										
APR	NO	TIME	FLOWN											
MAY	NO	TIME	FLOWN											

DA FORM 759-2, SEP 86

GPO : 1986 O - 169-393

Figure 7-4. Sample temporary work sheet (continued)

[illegible]

Figure 7-5. Sample consolidation work sheet

[illegible]

DA FORM 759-2, SEP 86

GPO : 1986 O - 169-393

Figure 7-5. Sample consolidation work sheet (continued)

7-17. AIRCRAFT CLOSEOUT SUMMARY

DA Form 759-1 is used as a record of flight time by flying duty and flight condition for each aircraft and/or flight simulator an aviator flies during the closeout period. Table 7-6 contains instructions for completing DA Form 759-1 as an aircraft closeout summary. Sample aircraft closeout summaries are provided in Figures 7-6 through 7-9 on pages 7-30 through 7-33. Flight record forms are arranged in the DA Form 3513, as explained in paragraph 7-3. General information for completing the aircraft closeout summary is provided below.

a. A DA Form 759-1 is filed with a DA Form 759 when an aviator's flight records are closed. All entries must be typed.

b. All like entries are totaled from the work sheet by aircraft and/or flight simulator. The totals are carried forward to DA Form 759-1 when the aviator's flight records are closed.

c. DA Forms 759-1 are numbered with the closeout number as the base number. (The first closeout--closeout number 1--occurs when an individual graduates from flight school.) Sheet numbers of each aircraft, flight simulator, or seat designation follow the base number and are separated from it by a dash. For example, 2LT Joe Dunn's records have been previously closed out two times. This is his third closeout. The first DA Form 759-1 for 2LT Dunn's primary aircraft is numbered 3-1, and the second DA Form 759-1 (normally for the compatible flight simulator to 2LT Dunn's primary aircraft) is numbered 3-2. The third DA Form 759-1 for his alternate or additional aircraft is numbered 3-3. The fourth DA Form 759-1 (normally for the compatible flight simulator to 2LT Dunn's alternate or additional aircraft) is numbered 3-4; it is followed by DA Forms 759-1 for any other aircraft and flight simulators that 2LT Dunn has flown during that particular closeout.

Table 7-6. Instructions for completing an aircraft closeout summary

ITEM	INSTRUCTIONS
Block 1	Enter the chronological sheet number.
Blocks 2 through 5	Enter the appropriate information from blocks 1 through 4 of DA Form 759-2.
NOTE: The period covered normally begins with the calendar month that follows the last month shown in the previous DA Form 759.	
Block 6	Enter the aircraft mission, type, design, and series or flight simulator and, if applicable, the seat designation.

Table 7-6. Instructions for completing an aircraft closeout summary (continued)

ITEM	INSTRUCTIONS
NOTE: A separate form is required when information in block 6 changes.	
Lines 7 through 16 and columns a through j	From the corresponding DA Form 759-2, total the hours for all like entries according to flying duty and flight condition symbols. Enter the totals in hours and tenths of hours on the appropriate line in the correct column.
Column k	Total the hours across lines 7 through 16, and enter the totals in hours and tenths of hours in this column.
Column l	Enter the sheet number of the previous DA Form 759-1 at the top of this column. Then enter the totals from column m of the previous DA Form 759-1 (column n of the Sep 86 edition) for the same aircraft mission, type, design, and series or flight simulator and, if applicable, the seat designation.
Column m	Add columns k and l across on lines 7 through 16. Enter the totals in hours and tenths of hours in this column.
Line 17	Add columns a through k down. Enter the totals in hours and tenths of hours on this line.
NOTE: To check the total, add columns a through j across on line 17. This total should agree with the total of column k on line 17.	
Line 18	Enter the same sheet number at the beginning of this line as that entered at the top of column l. Enter the totals from line 19 of the previous DA Form 759-1 to the corresponding columns on this line.
NOTE: To check the total, add columns a through j across on line 18. This total should agree with the total of column l on line 18.	
Line 19	Add lines 17 and 18 down, and enter the totals in hours and tenths of hours on this line.
NOTE: To check the total, add columns a through j across on line 19. This total should agree with the total of column m on line 19.	
Lines 20 and 21, columns a through j	Add any combat or imminent danger hours from DA Form 759-2, by duty symbol, to the combat or imminent danger hours on the previous DA Form 759-1. Enter these totals in the corresponding columns on lines 20 and 21.
Lines 20 and 21, column k	Add columns a through j across on lines 20 and 21. Enter the totals in column k.
Lines 20 and 21, column l	Enter the totals from column m, lines 20 and 21, of the previous DA Form 759-1 in column l of the current DA Form 759-1.
Lines 20 and 21, column m	Add columns k and l on lines 20 and 21. Enter the totals in column m.

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE-ARMY														
For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS														
AIRCRAFT CLOSEOUT SUMMARY											1. Sheet No. 35-1			
2. Name Foster, Kenneth B.			3. Rank CW3		4. SSN 421-81-7473		5. Period Jun 92 - May 93		6. Act/Flt Sim UH-60A					
FLIGHT COND SYM	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No. 34-1	m. Total	
	a. CP/ CE	b. PI/ OR	c. PC/ AO	d. UT/ MO	e. IP/ FE	f. IE/ FI	g. SP/ SI	h. MP	i. ME	j. XP				
7. D		2.6	3.0	8.4								14.0	30.0	44.0
8. N		3.9	1.5									5.4	25.0	30.4
9. HO/ H														
10. W			5.4	1.0								6.4	12.0	18.4
11. NG			6.3	1.8								8.1	15.0	23.1
12. NV													3.5	3.5
13. NS													3.0	3.0
14. DG/ DS													2.5	2.5
15. TR		4.2	1.7									5.9	17.0	22.9
16. AA														
17. Total This Sheet		10.7	17.9	11.2								39.8		
18. From Sheet No. 34-1		30.0	43.0	7.0	19.0	9.0							108.0	
19. Total		40.7	60.9	18.2	19.0	9.0								147.8
20. Combat														
21. Immi- nent Danger														

DA FORM 759-1, AUG 93

EDITION OF SEP 86 AND AUG 92 IS OBSOLETE

Figure 7-6. Sample UH-60 aircraft closeout summary

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE-ARMY														
For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.														
AIRCRAFT CLOSEOUT SUMMARY											1. Sheet No. 35-2			
2. Name Foster, Kenneth B.			3. Rank CW3		4. SSN 421-81-7473		5. Period Jun 92 - May 93		6. Act/Ft Sim 2B38					
FLIGHT COND SYM	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No. 34-2	m. Total	
	a. CP/ CE	b. PV/ OR	c. PC/ AO	d. UT/ MO	e. IP/ FE	f. IE/ FI	g. SP/ SI	h. MP	i. ME	j. XP				
7. D			1.5									1.5	5.0	6.5
8. N		1.5	1.5									3.0	7.1	10.1
9. HO/ H														
10. W		4.5	4.5			1.5						10.5	9.9	20.4
11. NG														
12. NV														
13. NS														
14. DG/ DS														
15. TR			3.0									3.0	5.0	8.0
16. AA														
17. Total This Sheet		6.0	10.5			1.5						18.0		
18. From Sheet No. 34-2		11.0	14.0			2.0							27.0	
19. Total		17.0	24.5			3.5								45.0
20. Combat														
21. Immi- nent Danger														

DA FORM 759-1, AUG 93

EDITION OF SEP 86 AND AUG 92 IS OBSOLETE

Figure 7-7. Sample 2B38 aircraft closeout summary

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE-ARMY														
For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.														
AIRCRAFT CLOSEOUT SUMMARY											1. Sheet No. 35-3			
2. Name Foster, Kenneth B.			3. Rank CW3		4. SSN 421-81-7473		5. Period Jun 92 - May 93		6. Actt/Ft Sim AH-64A(B)					
FLIGHT COND SYM	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No. 34-3	m. Total	
	a. CP/ CE	b. PV OR	c. PC/ AO	d. UT/ MO	e. IP/ FE	f. IE/ FI	g. SP/ SI	h. MP	i. ME	j. XP				
7. D		16.2	8.0									24.2	15.1	39.3
8. N		6.3										6.3	10.9	17.2
9. HO/ H														
10. W														
11. NG		2.6	7.9									10.5	10.0	20.5
12. NV														
13. NS														
14. DG/ DS														
15. TR														
16. AA		9.3										9.3	10.0	19.3
17. Total This Sheet		34.4	15.9									50.3		
18. From Sheet No. 34-3		30.0	16.0										46.0	
19. Total		64.4	31.9											96.3
20. Combat		24.3	5.7									30.0		
		24.3	5.7											30.0
21. Immi- nent Danger		3.0	10.2									13.2		
		3.0	10.2											13.2

DA FORM 759-1, AUG 93

EDITION OF SEP 86 AND AUG 92 IS OBSOLETE

Figure 7-8. Sample AH-64 (B) aircraft closeout summary

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE-ARMY														
For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.														
AIRCRAFT CLOSEOUT SUMMARY											1. Sheet No. 35-4			
2 Name Foster, Kenneth B.			3 Rank CW3		4. SSN 421-81-7473			5. Period Jun 92 - May 93		6. Act/Fit Sim 2B40 (B)				
FLIGHT COND SYM	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No.	m. Total	
	a. CP/ CE	b. PI/ OR	c. PC/ AO	d. UT/ MO	e. IP/ FE	f. IE/ FI	g. SP/ SI	h. MP	i. ME	j. XP				
7. D		5.0	4.5									9.5		9.5
8. N		3.5	7.0									10.5		10.5
9. HO/ H														
10. W		3.5	3.0									6.5		6.5
11. NG														
12. NV														
13. NS														
14. DG/ DS														
15. TR		1.5	1.5									3.0		3.0
16. AA														
17. Total This Sheet		13.5	16.0									29.5		
18. From Sheet No.														
19. Total		13.5	16.0											29.5
20. Combat														
21. Immi- nent Danger														

DA FORM 759-1, AUG 93

EDITION OF SEP 86 AND AUG 92 IS OBSOLETE

Figure 7-9. Sample 2B40 (B) aircraft closeout summary

7-18. DA FORM 759 CLOSEOUT

a. All aviators in operational and nonoperational flight positions require an annual closeout. A DA Form 759 is prepared when the flight records are closed. Table 7-7 contains instructions for completing DA Form 759. At closeout, flight record forms are arranged in the DA Form 3513, as explained in paragraph 7-3. Figure 7-10 on pages 7-40 and 7-41 shows a completed sample of a DA Form 759 closeout. Only one DA Form 759 is completed at the closeout of the aviator's flight records.

b. Each DA Form 759 is numbered consecutively. For example, if an aviator's records have been closed three times and this is the fourth closeout, the sheet number will be 4. All entries must be typed.

c. The DA Form 759 has four parts; all parts must be completed. Parts III and IV are on the reverse of the form. DA Form 759 is distributed according to AR 95-3.

d. Table 7-8 on page 7-39 shows the service component designations for Part I, block 9. Figure 7-11 on pages 7-42 and 7-43 gives examples of standard remarks for Part IV.

Table 7-7. Instructions for completing DA Form 759

ITEM	INSTRUCTIONS
PART I. BIO/DEMOGRAPHIC	
Block 1	Enter the sheet number.
Block 2	Enter the last name, first name, and middle initial.
Block 3	Enter the rank.
Block 4	Enter the SSN.
Block 5	Enter the month or months and the calendar year or years of the period covered.
Block 6	Enter the date of birth.
Block 7	Enter the aviation service entry date. (This is the date that the aviator received his initial aeronautical certification orders or certificate of completion and aviator wings.)
Block 8	Enter the branch of service.

**Table 7-7. Instructions for completing DA Form 759
(continued)**

ITEM	INSTRUCTIONS
Block 9	Enter the component designation, as shown in Table 7-8 (page 7-39).
Block 10	Enter the present unit of assignment.
Block 11	Enter the duty military occupational specialty.
NOTE: The DMOS may be obtained from the Personnel Administration Center.	
Block 12	Enter the assigned duty position.
Block 13	Indicate whether the individual is in an operational or a nonoperational flying duty position and the date assigned to that position.

NOTE: In Part IV, enter the months of the total operational flying duty that the individual has completed.

PART II. FLIGHT HOURS

SECTION A. QUALIFICATIONS

Column a Aircraft. The specific DOD aircraft in which the individual is qualified to operate (regardless of whether the aviator currently flies) will be listed by mission, type, design, and series. For each aircraft in which the individual has logged time while using a night vision device or system, enter NS on the line directly below the aircraft entry in which the night vision device or system time was logged.

NOTE: As aircraft are removed from the Army inventory, the historical hours section (Part II, Section B, block g) will be updated at the next closeout.

Compatible Flight Simulator. List, in the same order as the aircraft, the compatible flight simulator that the aviator has flown. (AR 95-3 lists the compatible flight simulators.)

NOTE: The aircrew training manuals may require crew members to record flight time according to their crew-designated station. For example, separate entries must be made for AH-64 aircraft and flight simulator seat designations.

Other Flight Simulators. List any other flight simulators the aviator has flown that are not compatible with the aircraft operated.

Other Aircraft. Any aircraft flown in which the aviator is not qualified to operate and for which a DA Form 759-1 has been completed will be listed following the Other Flight Simulators category.

NOTE: List, as shown above, leaving one blank line after each category.

**Table 7-7. Instructions for completing DA Form 759
(continued)**

ITEM	INSTRUCTIONS
Column b	Transcribe, from the previous DA Form 759 closeout, the month and year that the aviator qualified in the aircraft and night vision devices or systems listed. Also enter the date of any new qualifications and a corresponding comment in Part IV.
NOTE: The dates for new aircraft and night vision device or system qualification are obtained from the aviator's aircrew training record.	
Column c	Enter the month and year that the aviator completed his most recent flight in the aircraft and the night vision device or system used (information taken from the DA Form 759-2).
Column d	<u>Aircraft (in which qualified)</u>. Enter the total hours flown from line 19, column m, of each DA Form 759-1 on the line that corresponds to the aircraft flown. <u>NS</u>. Enter the total hours flown from lines 11 through 14, column m, of each DA Form 759-1 on the line that corresponds to the night vision device or system used. (The totals under NS tell the commander that, of the total hours flown in an aircraft, this many night vision device or system hours have been flown. These hours will not be included when the total number of flight hours are calculated for the period.) <u>Compatible Flight Simulator</u>. Enter the total hours flown from line 19, column m, of each DA Form 759-1 on the line that corresponds to the flight simulator flown. (AH-64 aviators may allocate previous time in the 2B40 if the seat designation was not indicated on DA Form 2408-12.) <u>Other Aircraft</u>. Enter the total hours flown from line 19, column m, of each DA Form 759-1 on the line that corresponds to the aircraft flown.
NOTE: When the aviator is qualified in the aircraft, the qualification date will be entered in column b. Until then, column b is left blank. Hours previously logged in the flight records under FW or RW will be subtracted from that category at the next closeout and entered as indicated above for each <u>Other Aircraft</u> .	
Columns e through n	Enter the total hours flown from line 19, columns a through j, of each DA Form 759-1 in the blocks that correspond to the duty position and aircraft or flight simulator flown.
SECTION B. TOTAL HOURS	
NOTE: Section B is a compilation of aircraft time and does not include flight simulator or NS time. Blocks are updated at each closeout of the aviator's flight records. Blocks c and e are updated only after the operations officer has verified the aviator's civilian flight hours. Block g is updated when an aircraft is removed from the Army inventory or will no longer be flown by the individual.	

**Table 7-7. Instructions for completing DA Form 759
(continued)**

ITEM	INSTRUCTIONS
Block a	Enter the cumulative total of all combat hours flown from the aircraft closeout summaries. (This will include hours that were previously entered under historical combat time.) Enter the total in hours and tenths of hours. (The totals in this block will be updated with each closeout only if there are changes.)
Block b	Enter the cumulative total of all imminent danger hours flown from the aircraft closeout summaries. Enter the total in hours and tenths of hours. (The totals in this block will be updated with each closeout only if there are changes.)
Blocks c and e	Enter the total flight hours from civilian logbooks that have been verified by the operations officer. Add the hours to any total previously entered in these blocks. Explain the verification and the change in hours in Part IV.
Block d	Add all military rotary-wing aircraft totals in Section A, column d, and enter the total in this block.
Block f	Add all military fixed-wing aircraft totals in Section A, column d, and enter the total in this block.
Block g	Transcribe the historical hours from the previous DA Form 759 closeout to this block. Update these hours as necessary.
NOTE: When aircraft are removed from the Army inventory, the historical hours will be updated at the next closeout. Those aircraft will then be removed from Part II, Section A. If the historical hours change, a comment is required in Part IV.	
Block h	Add the hours in blocks c through g to get the cumulative military and civilian flight hours. Enter the total in hours and tenths of hours in this block.
PART III. ATP	
NOTE: ATP requirements include hours, tasks, and iterations identified in the appropriate aircrew training manuals, readiness level progression, and the APART. Failure of an individual to complete any portion of the ATP requires a comment in Part IV.	
Block 1	Enter the appropriate classification for the aviator's flying duty position.
NOTE: TC 1-210 defines the three flight activity categories.	

**Table 7-7. Instructions for completing DA Form 759
(continued)**

ITEM	INSTRUCTIONS
Block 2	Record the completion of the maintenance test flight evaluation by maintenance test pilots.
Block 3	Enter the date of the most recent flight physical.
NOTE: The physical examination is an annual requirement and is not considered part of the APART.	
Blocks 4 and 5	Enter the date of the most recent training, if applicable.
Block 6	Enter the date that the aviator completed all APART requirements. (This will be the latest date that corresponds to the standardization flight evaluation or the instrument evaluation.)
NOTE: If the aviator fails to successfully complete the APART, leave block 6 blank and enter the appropriate comment from Figure 7-11 (pages 7-42 and 7-43) in Part IV.	
Block 7	Enter the aviator's primary aircraft.
Block 8	Enter the appropriate aviator readiness level for the aviator's primary aircraft.
Block 9	Enter the date of the most recent standardization flight evaluation for the aviator's primary aircraft.
Block 10	Enter the date of the most recent instrument evaluation for the aviator's primary aircraft.
Block 11	Enter the aviator's alternate aircraft if designated. (For example, if the aviator's primary and additional aircraft are rotary wing, his alternate aircraft would be fixed wing if he were rated in both fixed- and rotary-wing aircraft. If not, leave this block blank.)
Block 12	Enter the appropriate aviator readiness level for the aviator's alternate aircraft.
Block 13	Enter the date of the most recent standardization flight evaluation for the aviator's alternate aircraft.
Block 14	Enter the date of the most recent instrument evaluation for the aviator's alternate aircraft.
Block 15	Enter the aviator's additional aircraft if designated.

**Table 7-7. Instructions for completing DA Form 759
(continued)**

ITEM	INSTRUCTIONS
Block 16	Enter the appropriate aviator readiness level for the aviator's additional aircraft.
Block 17	Enter the date of the most recent standardization flight evaluation for the aviator's additional aircraft.
NOTE: If the aviator has more than one alternate or additional aircraft designated, list second and subsequent entries, if any, in Part IV in the same format as the corresponding categories in Part III.	
PART IV. REMARKS Enter a historical narrative of the aviator's flying status, qualifications, and proficiency if they are not stated elsewhere on the form. Use the remarks in Figure 7-11 on pages 7-42 and 7-43 to ensure consistency. When an aviator fails to complete any portion of his APART or ATP requirements, the commander may grant him a 30-day extension in which to complete the portion failed. An entry should be made on the current closeout if the aviator does not complete the requirements. An entry also should be made on the next closeout to indicate that the aviator has completed the appropriate requirements and the date completed.	
Commander's signature and date	The commander's signature block must be typed. The commander must sign and date the form to certify the accuracy of the closeout data.

Table 7-8. Service component category codes

CODE	COMPONENT	CODE	COMPONENT
RA	Regular Army	CIV	Civilian employed by contractor for flying duty in Army aircraft under a specific contract
USAR	United States Army Reserve		
NG	Army National Guard Reserve	FGN	Foreign military student or rated pilot
DAC	Department of the Army Civilian employed for flying duty in military aircraft	OTHER	All other components

7-40

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE—ARMY For use of this form, see AR 95-1 and FM 1-300, the proponent agency is ODCSOPS				1 Sheet No 35	
2 Name Foster, Kenneth B.		3 Rank CW3	4 SSN 421-81-7473		5 Period Jun 92 - May 93
PART III. ATP					
1 FAC 1	2 MTFE	3 Phys Exam 6 Mar 93	4 Eject Seat	5 Alt Chamber 5 Apr 83	6 APART Completed 8 Mar 93
7. Primary Acft AH-64A (B)		8 RL 1	9 Sid Fit Eval 2 Mar 93		10. Instrument Eval 8 Mar 93
11. Alternate Acft		12 RL	13 Sid Fit Eval		14. Instrument Eval
15. Additional Acft UH-60A		16 RL 1	17. Sid Fit Eval 23 Sep 92		
PART IV. REMARKS					
Records closed 31 May 93 for annual birth month closeout. Aviator has completed ATP requirements. Aviator has completed 108 months of total operational flying duty. Logging of imminent danger and combat time is authorized UP FORSCOM message dated 010300Z Nov 92. Error sheets 33 and 34, Part II, Section A, block b, corrected this sheet. Operations officer verified 40 civilian fixed-wing hours. Hours logged between 2 Jun 92 and 15 Oct 92 with the Screaming Eagles Flying Club.					
Commander's Typed Name, Rank, Branch CALVIN N. HOBBS CPT, AV Commanding		Signature <i>Calvin N Hobbs</i>		Date 10 Jun 93	
DATA REQUIRED BY THE PRIVACY ACT OF 1974					
1. AUTHORITY: Section 301, 5 U.S.C., Section 3013, 10 U.S.C., E.O. 9397.			Form 4187 (Personnel Action) requesting routine aeronautical actions may be disclosed to the Federal Aviation Administration, the National Transportation Safety Board, or official aircraft accident investigation teams upon request.		
2. PURPOSE: To record the flying experience and qualification data of each aviator, crew member, noncrew-member, and flight surgeon in aviation service.			4. DISCLOSURE: Disclosure of the SSN for the aviator, crew member, noncrew-member, or flight surgeon is voluntary. However, failure to provide the information requested may result in an unnecessary delay when processing personnel actions.		
3. ROUTINE USE: DA Forms 759, 759-1, and 759-3 (Individual Flight Record and Flight Certificate—Army), DA Form 4188 (Medical Recommendations for Flying Duty), and DA					
REVERSE, DA FORM 759, AUG 93					

Figure 7-10. Sample DA Form 759 closeout (continued)

1. Records closed (date) (reason). (See paragraph 7-2 for examples of reasons for a closeout.)
 2. Suspension from flying duty (date) UP (authority) for (purpose).
 3. Aviator has completed _____ months of total operational flying duty. (These months do not include the time that the aviator occupied a non-operational position.)
 4. Completed, disqualified from, or relieved from (type of aviation course) on (date).
 5. Violation of (regulation) on (date). (Briefly describe the violation and the action taken.)
 6. Involved in (Class A, B, or C) accident on (date) in (type of aircraft) as (pilot duty station).
- NOTE: If the accident classification is upgraded or downgraded, an entry will be made on the next closeout to reflect the change.
7. Qualified in (mission, type, design, and series) aircraft on (date).
 8. Senior or master aviator rating UP (authority), (date).
 9. Entries in blocks _____ and _____ of error sheets _____ through _____ are incorrect. Corrected this sheet.
 10. Logging of combat or imminent danger time is authorized UP (authority). (COMUSARCENT msg dated 010337Z Feb 91, subject: DA Form 2408-12 Mission Codes: D (Imminent Danger) and C (Combat).)
 11. Aviator reassigned UP (issuing authority) orders number _____, dated _____. Reassigned to (unit and station).
 12. Medical waiver granted effective (date) for (summarize medical condition waived).
 13. Aviator must wear corrective lenses when performing as a crew member.
 14. Operations officer verified _____ fixed- or rotary-wing civilian hours flown from (date) to (date) with (verifying civilian agency of flight log).
 15. Aviator has not completed ATP requirements. (Explain what ATP requirements have not been completed and the actions that have been taken. Use one of the remarks below.)
 - a. Aviator granted a 30-day extension to complete (list all ATP requirements still to be completed) effective (date).
 - b. Waiver for (specified ATP requirement or requirements) requested on (date).

Figure 7-11. Examples of standard remarks used for aviators

NOTE: When an aviator completes or fails to complete ATP requirements, use one of the remarks below for Part IV of the next DA Form 759 closeout.

- c. Aviator completed previous ATP requirements on (date).
- d. Previous ATP requirements waived by (MACOM) commander on (date).
- e. Aviator placed before a flight evaluation board on (date).
- f. Aviator failed to complete ATP requirements within the additional time frame. Aviator suspended from aviation service pending results from the flight evaluation board.
- 16. Aviator designated a FAC 3 per TC 1-210 effective (date).
- 17. Aviator has successfully completed the US Navy Underwater Egress 9D5A Device Training conducted at (Norfolk, Virginia; Jacksonville or Pensacola, Florida; El Torro or Merimar, California; or Cherry Point, North Carolina) on (date).
- 18. Aviator is temporarily disqualified from flying duty from (date) to (date) because of (reason). (This is usually used to explain temporary medical grounding but may be used for other reasons.)
- 19. Historical hours increased because of (reason).

NOTE: When a standard remark applies to a closeout, that remark becomes mandatory. If a situation arises that is not explained in a standard remark, it will be explained in easy-to-understand language.

Figure 7-11. Examples of standard remarks used for aviators (continued)

Section IV. Manual Flight Records (Nonrated Crew Member)

7-19. TEMPORARY WORK SHEET

The DA Form 759-3 is used as a temporary work sheet to record information about each flight performed by a nonrated crew member. It incorporates the format in AR 37-104-3 to help flight records personnel in managing monthly flight requirements for entitlement to HDIP. Table 7-9 contains instructions for completing DA Form 759-3 as a temporary work sheet. Figures 7-12 through 7-17 on pages 7-46 through 7-52 show sample temporary work sheets. General information for completing the temporary work sheet is provided on the next page.

a. Information for the temporary work sheet is taken from DA Forms 2408-12. A single line is used when the date, aircraft, flying duty symbol, flight condition symbol, and mission symbol are the same. The hours flown are combined for these like entries. When any of this information is not the same, a separate line is used.

b. As many entries can be made on the form as space allows for daily use. A new form for each month is not required. A blank line is left after each month's entries.

c. Flight time is entered, in pencil, in hours and tenths of hours.

d. For the months in which no hours were recorded, the month is entered in column a and the comment "NO TIME FLOWN" is entered across columns b through f.

e. The temporary work sheet is not filed with DA Forms 759 and 759-1 when the nonrated crew member's flight records are closed. The unit commander or operations officer determines how long the work sheets are retained.

Table 7-9. Instructions for completing a temporary work sheet

ITEM	INSTRUCTIONS
Block 1	Leave blank (sheet number not required).
Block 2	Enter the last name, first name, and middle initial.
Block 3	Enter the rank.
Block 4	Enter the SSN.
Block 5	Enter the month or months and calendar year or years of the period covered.
Block 6	Enter the type of flying status (CRM or NCRM).
Block 7	Enter the effective date of the flying status.
Column a	Enter the date of flight.

Table 7-9. Instructions for completing a temporary work sheet (continued)

ITEM	INSTRUCTIONS
Column b	Enter the aircraft mission, type, design, and series.
NOTE: Aeroscout observers must have the W5 additional skill identifier to log flight time in the OH-58D. They will not log flight time in the OH-58DI (Kiowa Warrior). Flight surgeons should fly in as many types of unit aircraft as possible. The minimum flight requirements for flight surgeons are in AR 600-105.	
Column c	Enter the flying duty symbol recorded on DA Form 2408-12.
Column d	Enter the flight condition symbol recorded on DA Form 2408-12.
Column e	Enter the mission symbol recorded on DA Form 2408-12.
NOTE: The flying duty, flight condition, and mission symbols are necessary to ensure that the hours recorded on DA Form 2408-12 are consistent with the duties performed as described in the original flight orders. A maintenance supervisor should not expect HDIP for hours logged with a mission symbol other than "F." (See paragraph 7-5a(2).)	
Column f	Enter the hours flown in hours and tenths of hours.
Columns g through k	Leave blank.
Blocks 8 through 16	Leave blank.

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE-ARMY										
For use of this form, see AR 95-1 and FM 1-300: the proponent agency is ODCSOPS										
FLIGHT RECORD AND FLIGHT PAY WORK SHEET										1 Sheet No
2 Name <u>BURGESS, JESSIE O.</u>					3 Rank <u>SSG</u>			4 SSN <u>543-70-1367</u>		
5. Period <u>DEC 92 - MAY 93</u>					6. Flying Status <u>CRM</u>			7 Effective Date <u>6 DEC 92</u>		
Date/ Month	Actt	Flying Duty Sym	Flt Cond Sym	Msn Sym	Hours Flown	Entitle- ment Yes or No	Based on Hours Flown During	Excess Hours		Remarks
a	b	c	d	e	f	g	h	This Month i	Accum j	k
DEC										
7	OH-58D	AO	HO	T	2.3					
9	OH-58C	AO	D	T	2.5					
14	OH-58D	AO	NG	T	2.0					
17	OH-58D	AO	D	T	1.5					
JAN										
7	OH-58D	AO	D	T	1.0					
7	OH-58D	AO	HO	T	2.0					
11	OH-58C	AO	NG	T	2.0					
22	OH-58D	AO	D	T	1.7					
FEB										
4	OH-58C	AO	N	T	1.5					
9	OH-58D	AO	N	T	1.5					
16	OH-58D	AO	HO	S	1.7					
MAR	NO	TIME	FLOWN							
APR										
5	OH-58D	AO	NG	T	1.0					
14	OH-58D	AO	D	S	0.5					
16	OH-58D	AO	D	S	2.0					
20	OH-58C	AO	HO	T	1.0					
MAY										
4	OH-58D	AO	N	S	2.0					
6	OH-58D	AO	HO	T	1.0					
12	OH-58C	AO	D	T	1.5					
18	OH-58C	AO	HO	T	1.0					
27	OH-58D	AO	NG	T	1.0					
Total Hours This Sheet					8	Hours From Sheet No		11.	Total Hours to Date 14.	
Total Combat Hours This Sheet					9	Combat Hours From Sheet No		12.	Total Combat Hours to Date 15	
Total Imminent Danger Hours This Sheet					10	Imminent Danger Hours From Sheet No.		13.	Total Imminent Danger Hours to Date 16.	

DA FORM 759-3, AUG 93 EDITION OF AUG 92 IS OBSOLETE

Figure 7-12. Sample temporary work sheet for aeroscout observer

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE-ARMY												
For use of this form, see AR 95-1 and FM 1-300, the proponent agency is ODCSOPS												
FLIGHT RECORD AND FLIGHT PAY WORK SHEET										1 Sheet No		
2 Name <u>Baron, Redmon T.</u>						3 Rank <u>MAJ</u>		4 SSN <u>547-66-8091</u>				
5 Period <u>JUN 92 - MAY 93</u>						6. Flying Status <u>CRM</u>		7. Effective Date <u>1 APR 90</u>				
Date/ Month	Act	Flying Duty Sym	Fit Cond Sym	Msn Sym	Hours Flown	Entitle- ment Yes or No	Based on Hours Flown During	Excess Hours		Remarks		
a	b	c	d	e	f	g	h	This Month i	Accum j	k		
JUN												
15	UH-1H	MO	D	S	4.5							
21	UH-1H	MO	N	T	4.0							
JUL	NO	TIME	FLOWN									
AUG												
4	UH-60A	MO	D	S	7.5							
SEP	NO	TIME	FLOWN									
OCT												
12	UH-60A	MO	D	T	8.0							
NOV	NO	TIME	FLOWN									
DEC												
17	UH-1H	MO	D	T	7.4							
JAN												
7	UH-60A	MO	N	T	4.6							
FEB	NO	TIME	FLOWN									
MAR												
2	UH-60A	MO	D	T	8.0							
APR	NO	TIME	FLOWN									
MAY												
21	UH-1H	MO	D	S	4.5							
Total Hours This Sheet					8	Hours From Sheet No.			11.	Total Hours to Date		14.
Total Combat Hours This Sheet					9	Combat Hours From Sheet No			12	Total Combat Hours to Date		15
Total Imminent Danger Hours This Sheet					10.	Imminent Danger Hours From Sheet No			13	Total Imminent Danger Hours to Date		16.

DA FORM 759-3, AUG 93

EDITION OF AUG 92 IS OBSOLETE

Figure 7-13. Sample temporary work sheet for flight surgeon

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE--ARMY											
For use of this form, see AR 95-1 and FM 1-300 the proponent agency is ODCSOPS.											
FLIGHT RECORD AND FLIGHT PAY WORK SHEET										1. Sheet No	
2. Name JONES, ROBERT N.						3. Rank SGT		4. SSN 417-29-3472			
5. Period JUL 91 - MAR 92						6. Flying Status CRM		7. Effective Date 1 JUN 90			
Date/ Month	Act	Flying Duty Sym	Flt Cond Sym	Msn Sym	Hours Flown	Entitle- ment Yes or No	Based on Hours Flown During	Excess Hours		Remarks	
a	b	c	d	e	f	g	h	This Month i	Accum j	k	
JUL											
3	UH-1H	CE	D	S	2.2						
7	UH-1H	CE	NG	T	3.1						
AUG											
5	UH-1H	CE	D	T	1.5						
7	UH-1H	CE	NG	T	2.3						
9	UH-1H	CE	D	S	1.1						
SEP	NO	TIME	FLOWN								
OCT											
10	UH-1H	CE	D	S	1.4						
17	UH-1H	CE	D	S	2.5						
20	UH-1H	CE	NG	T	2.0						
NOV											
7	UH-1H	CE	NG	S	2.4						
10	UH-1H	CE	NG	T	2.1						
DEC											
1	UH-1H	CE	D	T	3.1						
4	UH-1H	CE	D	T	3.0						
5	UH-1H	CE	D	S	1.3						
JAN	NO	TIME	FLOWN								
FEB	NO	TIME	FLOWN								
MAR											
6	UH-1H	CE	NG	T	2.5						
Total Hours This Sheet					8	Hours From Sheet No			11	Total Hours to Date	14
Total Combat Hours This Sheet					9	Combat Hours From Sheet No			12	Total Combat Hours to Date	15
Total Imminent Danger Hours This Sheet					10	Imminent Danger Hours From Sheet No			13	Total Imminent Danger Hours to Date	16

DA FORM 759-3, AUG 93

EDITION OF AUG 92 IS OBSOLETE

Figure 7-14. Sample temporary work sheet for crew chief

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE-ARMY											
For use of this form, see AR 95-1 and FM 1-300, the proponent agency is ODCSOPS											
FLIGHT RECORD AND FLIGHT PAY WORK SHEET										1 Sheet No	
2. Name <u>SMITH, JONATHAN P.</u>						3 Rank <u>SSG</u>		4. SSN <u>211-98-5188</u>			
5 Period <u>AUG 92 - JUN 93</u>						6. Flying Status <u>CRM</u>		7. Effective Date <u>1 AUG 92</u>			
Date/ Month	Act	Flying Duty Sym	Flt Cond Sym	Msn Sym	Hours Flown	Entitle- ment Yes or No	Based on Hours Flown During	Excess Hours		Remarks	
a	b	c	d	e	f	g	h	i This Month	j Accum	k	
AUG											
18	CH-47C	FI	D	T	2.0						
23	CH-47C	FI	D	T	1.6						
25	CH-47C	FI	NG	T	1.5						
27	CH-47C	FI	NG	T	2.3						
SEP											
1	CH-47D	FI	NG	T	1.6						
4	CH-47D	FI	NG	T	1.3						
7	CH-47D	FI	NG	D	1.5						
OCT											
2	CH-47C	FE	D	D	1.7						
6	CH-47D	FE	NG	D	3.0						
NOV											
10	CH-47C	FE	D	D	1.5						
14	CH-47C	FE	D	D	2.1						
DEC											
6	CH-47C	FE	D	D	2.1						
10	CH-47C	FE	D	D	2.4						
JAN											
17	CH-47D	FE	D	C	3.2						
19	CH-47D	FE	NG	C	3.0						
21	CH-47D	FE	D	C	3.1						
FEB											
2	CH-47C	FE	D	D	2.6						
4	CH-47C	FE	NG	D	1.5						
Total Hours This Sheet					8	Hours From Sheet No.		11.	Total Hours to Date		14.
Total Combat Hours This Sheet					9	Combat Hours From Sheet No		12.	Total Combat Hours to Date		15.
Total Imminent Danger Hours This Sheet					10.	Imminent Danger Hours From Sheet No.		13	Total Imminent Danger Hours to Date		16.

DA FORM 759-3, AUG 93

EDITION OF AUG 92 IS OBSOLETE

Figure 7-15. Sample temporary work sheet for flight engineer instructor

7-50

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE-ARMY											
For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS											
FLIGHT RECORD AND FLIGHT PAY WORK SHEET										1 Sheet No.	
2 Name <u>Roberts, Joanne S.</u>					3 Rank <u>PFC</u>			4 SSN <u>133-87-0581</u>			
5. Period <u>Sep 92 - Mar 93</u>					6. Flying Status <u>CRM</u>			7. Effective Date <u>1 Sep 92</u>			
Date/ Month	Act	Flying Duty Sym	Fit Cond Sym	Msn Sym	Hours Flown	Entitlement Yes or No	Based on Hours Flown During	Excess Hours		Remarks	
a	b	c	d	e	f	g	h	i This Month	j Accum	k	
SEP											
7	OV-1	OR	D	T	1.4						
8	OV-1	OR	NG	T	1.6						
20	OV-1	OR	D	T	1.5						
OCT											
3	OV-1	OR	D	T	1.4						
9	OV-1	OR	NG	T	2.1						
11	OV-1	OR	NG	T	1.8						
NOV											
3	OV-1	OR	D	T	1.7						
5	OV-1	OR	D	T	1.4						
17	OV-1	OR	NG	T	2.1						
DEC											
1	OV-1	OR	D	T	2.0						
16	OV-1	OR	D	T	1.7						
23	OV-1	OR	D	T	1.9						
JAN											
10	OV-1	OR	NG	T	2.1						
21	OV-1	OR	D	T	2.0						
28	OV-1	OR	D	T	1.0						
FEB											
1	OV-1	OR	D	T	1.6						
7	OV-1	OR	NG	T	1.3						
MAR											
17	OV-1	OR	NG	T	2.0						
Total Hours This Sheet					8	Hours From Sheet No.			11	Total Hours to Date	14
Total Combat Hours This Sheet:					9	Combat Hours From Sheet No.			12	Total Combat Hours to Date	15
Total Imminent Danger Hours This Sheet					10	Imminent Danger Hours From Sheet No.			13	Total Imminent Danger Hours to Date	16

DA FORM 759-3, AUG 93 EDITION OF AUG 92 IS OBSOLETE

Figure 7-16. Sample temporary work sheet for technical observer

7-52

7-20. CONSOLIDATION WORK SHEET

DA Form 759-3 is used as a permanent monthly record of flight time, by aircraft, for each nonrated crew member. Table 7-10 contains instructions for completing DA Form 759-3 as a consolidation work sheet. Figures 7-18 through 7-23 on pages 7-56 through 7-61 show sample consolidation work sheets. General information for completing the consolidation work sheet is provided below.

a. The consolidation work sheets are numbered consecutively with the base number one number greater than the previous DA Form 759 closeout. All other sheets are numbered behind the DA Form 759 with a dash to separate the closeout number from the page number that follows the closeout number. For example, if DA Form 759 closeout number 3 has a total of three pages, it is numbered with a 3 only. DA Form 759-1 is numbered 3-1, and DA Form 759-3 is numbered 3-2. Additional pages are numbered in the same manner. Flight record forms are arranged in the DA Form 3513, as explained in paragraph 7-3.

b. A DA Form 759-3 is prepared when the flight records of a nonrated crew member are closed. Information is taken from the temporary work sheets that pertain to the period covered and the previous DA Form 759-3 consolidation work sheet or sheets. All entries must be typed.

c. The time is consolidated by aircraft, flying duty symbol, and flight condition symbol for each month. The total time is entered in hours and tenths of hours.

d. As many entries to the form as space allows are made. A blank line is left after each month's entries. All entries must be typed.

e. For the months in which no hours were recorded, the month is entered in column a and the comment "NO TIME FLOWN" is entered across columns b through f.

Table 7-10. Instructions for completing a consolidation work sheet

ITEM	INSTRUCTIONS
Block 1	Enter the chronological sheet number.
Blocks 2 through 7	Transcribe information to these blocks from the individual's temporary work sheet.
Column a	Enter the month that covers each set of entries to be consolidated from the temporary work sheet.
Columns b through f	At the end of each month, total the number of hours flown for each group of like flights from the temporary work sheet or sheets. Enter the totals in these columns.
Column g	For each month in which the minimum flight requirements have been met, enter yes. If the flight requirements have not been met and excess hours are not sufficient to meet these requirements, enter no.
Column h	When excess hours are used to qualify for entitlement to HDIP, enter the month or months and the number of excess hours used from each month to meet that requirement.
Column i	Enter any excess flight time, in hours and tenths of hours, for the current month.
Column j	Enter any excess flight time, in hours and tenths of hours, from the previous months.
NOTE: Hours in column j are adjusted when the period for which hours can no longer be carried forward ends. When an adjustment is made, an explanation is entered in column k.	
Column k	Explain hours used for or taken from (if not apparent in column h) any month to qualify for entitlement to HDIP in another month. Explain any adjustment made to the total in column j. Explain entitlement when hours for that entitlement are based on a portion of the month. Also explain any temporary restriction from flying duty in which flight hours or entitlement is affected.
Block 8	Total the hours in column f, and enter the total in this block.
NOTE: When the consolidation work sheet requires two or more pages, place the cumulative total in block 8 of the last sheet.	

Table 7-10. Instructions for completing a consolidation work sheet (continued)

ITEM	INSTRUCTIONS
Block 9	Total the combat hours in column f, and enter the total in this block.
Block 10	Total the imminent danger hours in column f, and enter the total in this block.
Block 11	In this block, enter the total hours from block 14 of the previous consolidated DA Form 759-3 (block 12 of the Sep 86 edition). Indicate the sheet number of the previous consolidated DA Form 759-3 in the space provided.
Block 12	In this block, enter the total hours from block 15 of the previous consolidated DA Form 759-3 (block 13 of the Sep 86 edition). Indicate the sheet number of the previous consolidated DA Form 759-3 in the space provided.
Block 13	In this block, enter the total hours from block 16 of the previous consolidated DA Form 759-3. Indicate the sheet number of the previous consolidated DA Form 759-3 in the space provided.
Block 14	Add the total hours in block 8 to the total hours in block 11. Enter the total in hours and tenths of hours in this block.
Block 15	Add the total hours in block 9 to the total hours in block 12. Enter the total in hours and tenths of hours in this block.
Block 16	Add the total hours in block 10 to the total hours in block 13. Enter the total in hours and tenths of hours in this block.

[illegible]

DA FORM 759-3, AUG 93

EDITION OF AUG 92 IS OBSOLETE

Figure 7-18. Sample consolidation work sheet for aeroscout observer

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE--ARMY											
For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.											
FLIGHT RECORD AND FLIGHT PAY WORK SHEET								1. Sheet No 6-3			
2. Name Baron, Redmon T.						3. Rank MAJ		4. SSN 547-66-8091			
5. Period Jun 92 - May 93						6. Flying Status CRM		7. Effective Date 1 Apr 90			
Date/ Month	Act	Flying Duty Sym	Fit Cond Sym	Msn Sym	Hours Flown	Entitle- ment Yes or No	Based on Hours Flown During	Excess Hours		Remarks	
a	b	c	d	e	f	g	h	This Month i	Accum j	k	
JUN	UH-1H	MO	D		4.5	Yes		4.5	4.5	-4.0 for Jul	
	UH-1H	MO	N		4.0					-0.5 for Sep	
JUL	NO	TIME	FLOWN			Yes	Jun4.0		0.5		
AUG	UH-60A	MO	D		7.5	Yes		3.5	4.0	-3.5 for Sep	
SEP	NO	TIME	FLOWN			Yes	Jun0.5 Aug3.5		0		
OCT	UH-60A	MO	D		8.0	Yes		4.0	4.0	-4.0 for Nov	
NOV	NO	TIME	FLOWN			Yes	Oct4.0		0		
DEC	UH-1H	MO	D		7.4	Yes		3.4	3.4	-3.4 for Feb	
JAN	UH-60A	MO	N		4.6	Yes		0.6	4.0	-0.6 for Feb	
FEB	NO	TIME	FLOWN			Yes	Dec3.4 Jan0.6		0		
MAR	UH-60A	MO	D		8.0	Yes		4.0	4.0	-4.0 for Apr	
APR	NO	TIME	FLOWN			Yes	Mar4.0		0		
MAY	UH-1H	MO	D		4.5	Yes		0.5	0.5		
Total Hours This Sheet					8.	Hours From Sheet No.			11.	Total Hours to Date	14.
					48.5	5-3			253.4		301.9
Total Combat Hours This Sheet					9	Combat Hours From Sheet No			12	Total Combat Hours to Date	15.
Total Imminent Danger Hours This Sheet					10.	Imminent Danger Hours From Sheet No.			13.	Total Imminent Danger Hours to Date	16.

DA FORM 759-3, AUG 93

EDITION OF AUG 92 IS OBSOLETE

Figure 7-19. Sample consolidation work sheet for flight surgeon

7-58

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE-ARMY											
For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS											
FLIGHT RECORD AND FLIGHT PAY WORK SHEET									1. Sheet No 10-3		
2. Name Smith, Jonathan P.						3. Rank SSG		4. SSN 211-98-5188			
5. Period Aug 92 - Jun 93						6. Flying Status CRM		7. Effective Date 1 Aug 92			
Date/ Month	Act	Flying Duty Sym	Flt Cond Sym	Msn Sym	Hours Flown	Entitle- ment Yes or No	Based on Hours Flown During	Excess Hours		Remarks	
a	b	c	d	e	f	g	h	i This Month	j Accum	k	
AUG	CH-47C	FI	D		3.6	Yes		3.4	3.4	-0.4 for Nov	
	CH-47C	FI	NG		3.8						
SEP	CH-47D	FI	NG		2.9	Yes		0.4	3.8		
	CH-47D	FI	NG	D	1.5						
OCT	CH-47C	FE	D	D	1.7	Yes		0.7	4.5		
	CH-47D	FE	NG	D	3.0						
NOV	CH-47C	FE	D	D	3.6	Yes	Aug 0.4		4.1		
DEC	CH-47C	FE	D	D	4.5	Yes		0.5	4.6		
JAN	CH-47D	FE	D	C	6.3	Yes		5.3	9.9		
	CH-47D	FE	NG	C	3.0						
FEB	CH-47C	FE	D	D	2.6	Yes		8.6	15.5	-3.0 from Aug	
	CH-47C	FE	NG	D	1.5						
	CH-47D	FE	NG	C	8.5						
MAR	CH-47C	FE	D	D	6.3	Yes		5.4	20.5	-0.4 from Sep	
	CH-47C	FE	NG	D	3.1						
APR	CH-47D	FE	D	D	5.8	Yes		1.8	21.6	-0.7 from Oct	
MAY	CH-47C	FE	NG	D	4.0	Yes		3.5	25.1		
	CH-47D	FE	D	D	3.5						
JUN	CH-47C	FE	D	D	2.0	Yes		1.0	25.6	-0.5 from Dec	
	CH-47C	FE	NG	D	1.5						
	CH-47D	FE	D	D	1.5						
Total Hours This Sheet					8.	Hours From Sheet No.			11.	Total Hours to Date	
					74.2	9-3			79.1	14. 153.3	
Total Combat Hours This Sheet					9.	Combat Hours From Sheet No.			12.	Total Combat Hours to Date	
					17.8					15. 17.8	
Total Imminent Danger Hours This Sheet					10.	Imminent Danger Hours From Sheet No.			13.	Total Imminent Danger Hours to Date	
					46.1					16. 46.1	

DA FORM 759-3, AUG 93

EDITION OF AUG 92 IS OBSOLETE

Figure 7-21. Sample consolidation work sheet for flight engineer instructor

7-60

7-21. AIRCRAFT CLOSEOUT SUMMARY

a. DA Form 759-1 is used as a record of flight time by flying duty and flight condition symbols for each aircraft a nonrated crew member flies during the closeout period. Table 7-11 contains instructions for completing DA Form 759-1 as an aircraft closeout summary. Figures 7-24 through 7-29 on pages 7-64 through 7-72 show sample aircraft closeout summaries. Flight record forms are arranged in the DA Form 3513, as explained in paragraph 7-3.

b. All like entries are totaled from the consolidation work sheet. The totals are carried forward to DA Form 759-1 when the nonrated crew member's records are closed. All entries must be typed.

Table 7-11. Instructions for completing an aircraft closeout summary

ITEM	INSTRUCTIONS
Block 1	Enter the chronological sheet number.
Blocks 2 through 5	Enter the appropriate information from blocks 2 through 5 of the consolidation work sheet (DA Form 759-3).
Block 6	Enter the aircraft mission, type, design, and series.
Lines 7 through 16 and columns a through j	From the corresponding consolidation work sheet, total the hours for all like entries according to the flying duty and flight condition symbols. Enter the totals in hours and tenths of hours on the appropriate line in the correct column. If no flight condition symbol is listed for an entry, enter the time on line 7 under the appropriate column.
Column k	Total the hours across lines 7 through 16, and enter the totals in hours and tenths of hours in this column.
Column l	Enter the sheet number of the previous DA Form 759-1 at the top of this column. In this column, enter the totals from column m of the previous DA Form 759-1 (column n of the Sep 86 edition) for the same aircraft mission, type, design, and series.
Column m	Add columns k and l across on lines 7 through 16. Enter the totals in hours and tenths of hours in this column.

Table 7-11. Instructions for completing an aircraft closeout summary (continued)

ITEM	INSTRUCTIONS
Line 17	Add columns a through k down. Enter the totals in hours and tenths of hours on this line.
NOTE: To check the total, add columns a through j across on line 17. This total should agree with the total of column k on line 17.	
Line 18	Enter the same sheet number at the beginning of line 18 as that entered at the top of column l. Enter the totals from line 19 of the previous DA Form 759-1 to the corresponding columns on this line.
NOTE: To check the total, add columns a through j across on line 18. This total should agree with the total of column l on line 18.	
Line 19	Add the totals downward on lines 17 and 18 in the columns that correspond to the duty symbol. Enter the total on this line in the column that corresponds to the duty symbol and in column m.
Lines 20 and 21, columns a through j	Add any combat or imminent danger hours from DA Form 759-3, by duty symbol, to the combat or imminent danger hours on the previous DA Form 759-1. Enter these totals in the corresponding columns on lines 20 and 21.
Lines 20 and 21, column k	Add columns a through j across on lines 20 and 21. Enter the totals in column k.
Lines 20 and 21, column l	Enter the totals from column m, lines 20 and 21, of the previous DA Form 759-1 in column l of the current DA Form 759-1.
Lines 20 and 21, column m	Add columns k and l on lines 20 and 21. Enter the totals in column m.

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE-ARMY														
For use of this form, see AR 95-1 and FM 1-300, the proponent agency is ODCSOPS														
AIRCRAFT CLOSEOUT SUMMARY												1. Sheet No. 3-1		
2. Name Burgess, Jessie O.			3. Rank SSG		4. SSN 543-70-1367		5. Period Dec 92 - May 93			6. Act/Pt Sim OH-58D				
FLIGHT COND SYM	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No. 2-1	m. Total	
	a. CP/ CE	b. PI/ OR	c. PC/ AO	d. UT/ MO	e. IP/ FE	f. IE/ FI	g. SP/ SI	h. MP	i. ME	j. XP				
7. D			6.7									6.7	31.2	37.9
8. N			3.5									3.5	13.5	17.0
9. HO/ H			7.0									7.0		7.0
10. W														
11. NG			4.0									4.0	10.7	14.7
12. NV														
13. NS														
14. DG/ DS														
15. TR														
16. AA														
17. Total This Sheet			21.2									21.2		
18. From Sheet No. 2-1			55.4										55.4	
19. Total			76.6											76.6
20. Combat			15.2										15.2	
			15.2											15.2
21. Immi- nent Danger														

DA FORM 759-1, AUG 93

EDITION OF SEP 86 AND AUG 92 IS OBSOLETE

Figure 7-24. Sample aircraft closeout summary for aeroscout observer

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE--ARMY													
For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS													
AIRCRAFT CLOSEOUT SUMMARY											1 Sheet No. 3-2		
2. Name Burgess, Jessie O.			3 Rank SSG		4. SSN 543-70-1367		5 Period Dec 92 - May 93		6. Act/Flt Sim OH-58C				
FLIGHT COND SYM	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No. 2-2	m. Total
	a. CP/ CE	b. PI/ OR	c. PC/ AO	d. UT/ MO	e. IP/ FE	f. IE/ FI	g. SP/ SI	h. MP	i. ME	j. XP			
7. D			4.0								4.0	19.5	23.5
8. N			1.5								1.5	6.5	8.0
9. HO/ H			2.0								2.0		2.0
10. W													
11. NG			2.0								2.0	4.0	6.0
12. NV													
13. NS													
14. DG/ DS													
15. TR													
16. AA													
17. Total This Sheet			9.5								9.5		
18. From Sheet No. 2-2			30.0									30.0	
19. Total			39.5										39.5
20. Combat													
21. Immi- nent Danger													

DA FORM 759-1, AUG 93

EDITION OF SEP 86 AND AUG 92 IS OBSOLETE

Figure 7-24. Sample aircraft closeout summary for aeroscout observer (continued)

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE-ARMY														
For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.														
AIRCRAFT CLOSEOUT SUMMARY											1. Sheet No. 6-1			
2. Name Baron, Redmon T.			3. Rank MAJ		4. SSN 547-66-8091		5. Period Jun 92 - May 93		6. Act/Flt Sim UH-1H					
FLIGHT COND SYM	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No. 5-1	m. Total	
	a. CP/ CE	b. PI/ OR	c. PC/ AO	d. UT/ MO	e. IP/ FE	f. IE/ FI	g. SP/ SI	h. MP	i. ME	j. XP				
7. D				16.4								16.4	91.8	108.2
8. N				4.0								4.0	32.6	36.6
9. HO/ H														
10. W														
11. NG														
12. NV														
13. NS														
14. DG/ DS														
15. TR														
16. AA														
17. Total This Sheet				20.4								20.4		
18. From Sheet No. 5-1				124.4									124.4	
19. Total				144.8										144.8
20. Combat														
21. Immi- nent Danger														

DA FORM 759-1, AUG 93 EDITION OF SEP 86 AND AUG 92 IS OBSOLETE

Figure 7-25. Sample aircraft closeout summary for flight surgeon

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE—ARMY													
For use of this form, see AR 95-1 and FM 1-300, the proponent agency is ODCSOPS.													
AIRCRAFT CLOSEOUT SUMMARY											1. Sheet No. 6-2		
2. Name Baron, Redmon T.		3 Rank MAJ		4. SSN 547-66-8091		5 Period Jun 92 - May 93		6. Act/Fit Sim UH-60A					
FLIGHT COND SYM	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No. 5-2	m. Total
	a. CP/ CE	b. PV/ OR	c. PC/ AO	d. UT/ MO	e. IP/ FE	f. IE/ FI	g. SP/ SI	h. MP	i. ME	j. XP			
7. D				23.5							23.5	79.0	102.5
8. N				4.6							4.6	16.0	20.6
9. HO/ H													
10. W													
11. NG													
12. NV													
13. NS													
14. DG/ DS													
15. TR													
16. AA													
17. Total This Sheet				28.1							28.1		
18. From Sheet No. 5-2				95.0								95.0	
19. Total				123.1									123.1
20. Combat													
21. Immi- nent Danger													

DA FORM 759-1, AUG 93

EDITION OF SEP 86 AND AUG 92 IS OBSOLETE

Figure 7-25. Sample aircraft closeout summary for flight surgeon (continued)

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE-ARMY														
For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS.														
AIRCRAFT CLOSEOUT SUMMARY											1. Sheet No. 5-1			
2. Name Jones, Robert N.		3. Rank SGT		4. SSN 417-29-3472		5. Period Jul 91 - Mar 92			6. Act/Fly Sim UH-1H					
FLIGHT COND SYM	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No. 4-1	m. Total	
	a. CP/ CE	b. PV/ OR	c. PC/ AO	d. UT/ MO	e. IP/ FE	f. IE/ FI	g. SP/ SI	h. MP	i. ME	j. XP				
7. D	16.1											16.1	60.6	76.7
8. N													14.8	14.8
9. HO/ H														
10. W														
11. NG	14.4											14.4	24.7	39.1
12. NV														
13. NS														
14. DG/ DS														
15. TR														
16. AA														
17. Total This Sheet	30.5											30.5		
18. From Sheet No. 4-1	100.1												100.1	
19. Total	130.6													130.6
20. Combat														
21. Immi- nent Danger														

DA FORM 759-1, AUG 93

EDITION OF SEP 86 AND AUG 92 IS OBSOLETE

Figure 7-26. Sample aircraft closeout summary for crew chief

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE-ARMY														
For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS														
AIRCRAFT CLOSEOUT SUMMARY											1 Sheet No. 10-1			
2. Name Smith, Jonathan P.			3 Rank SSG		4. SSN 211-98-5188		5 Period Aug 92 - Jun 93		6 Act/Fit Sim CH-47C					
FLIGHT COND SYM	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No. 9-1	m. Total	
	a. CP/ CE	b. PV/ OR	c. PC/ AO	d. UT/ MO	e. IP/ FE	f. IE/ FI	g. SP/ SI	h. MP	i. ME	j. XP				
7. D					20.7	3.6						24.3	23.4	47.7
8. N														
9. HO/ H														
10. W														
11. NG					10.1	3.8						13.9	19.7	33.6
12. NV														
13. NS														
14. DG/ DS														
15. TR														
16. AA														
17. Total This Sheet					30.8	7.4						38.2		
18. From Sheet No. 9-1					35.3	7.8							43.1	
19. Total					66.1	15.2								81.3
20. Combat														
21. Immi- nent Danger					30.8							30.8		
					30.8									30.8

DA FORM 759-1, AUG 93 EDITION OF SEP 86 AND AUG 92 IS OBSOLETE

Figure 7-27. Sample aircraft closeout summary for flight engineer instructor

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE-ARMY														
For use of this form, see AR 95-1 and FM 1-300, the proponent agency is ODCSOPS.														
AIRCRAFT CLOSEOUT SUMMARY											1 Sheet No. 10-2			
2 Name Smith, Jonathan P.			3 Rank SSG		4. SSN 211-98-5188			5. Period Aug 92 - Jun 93		6. Act/Flt Sim CH-47D				
FLIGHT COND SYM	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No. 9-2	m. Total	
	a. CP/ CE	b. PV/ OR	c. PC/ AO	d. UT/ MO	e. IP/ FE	f. IE/ FI	g. SP/ SI	h. MP	i. ME	j. XP				
7. D					17.1							17.1	18.4	35.5
8 N														
9 HO/ H														
10 W														
11 NG					14.5	4.4						18.9	17.6	36.5
12 NV														
13. NS														
14 DG/ DS														
15 TR														
16 AA														
17. Total This Sheet					31.6	4.4						36.0		
18 From Sheet No. 9-2					20.5	15.5							36.0	
19 Total					52.1	19.9								72.0
20. Combat					17.8							17.8		
					17.8									17.8
21. Immi- nent Danger					13.8	1.5						15.3		
					13.8	1.5								15.3

DA FORM 759-1, AUG 93

EDITION OF SEP 86 AND AUG 92 IS OBSOLETE

Figure 7-27. Sample aircraft closeout summary for flight engineer instructor (continued)

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE-ARMY														
For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS														
AIRCRAFT CLOSEOUT SUMMARY											1 Sheet No 1-1			
2. Name Roberts, Joanne S.		3. Rank PFC		4 SSN 133-87-0581		5 Period Sep 92 - Mar 93			6. Act/Flt Sim OV-1					
FLIGHT COND SYM	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No.	m. Total	
	a. CP/ CE	b. PV/ OR	c. PC/ AO	d. UT/ MO	e. IP/ FE	f. IE/ FI	g. SP/ SI	h. MP	i. ME	j. XP				
7. D		17.6										17.6		17.6
8. N														
9. HO/ H														
10. W														
11. NG		13.0										13.0		13.0
12. NV														
13. NS														
14. DG/ DS														
15. TR														
16. AA														
17. Total This Sheet		30.6										30.6		
18. From Sheet No.														
19. Total		30.6												30.6
20. Combat														
21. Immi- nent Danger														

DA FORM 759-1, AUG 93 EDITION OF SEP 86 AND AUG 92 IS OBSOLETE

Figure 7-28. Sample aircraft closeout summary for technical observer

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE--ARMY														
For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS														
AIRCRAFT CLOSEOUT SUMMARY											1. Sheet No. 12-1			
2. Name Kuhn, Peter W.			3. Rank SFC		4. SSN 223-59-4801		5. Period Jan 93 - Jun 93		6. Act/Flt Sim UH-1H					
FLIGHT COND SYM	FLYING DUTY SYMBOL										k. Total This Sheet	l. From Sheet No. 11-1	m. Total	
	a. CP/ CE	b. PV/ OR	c. PC/ AO	d. UT/ MO	e. IP/ FE	f. IE/ FI	g. SP/ SI	h. MP	i. ME	j. XP				
7. D		10.3										10.3	160.6	170.9
8. N														
9. HO/ H														
10. W														
11. NG		11.8										11.8	84.3	96.1
12. NV														
13. NS														
14. DG/ DS														
15. TR														
16. AA														
17. Total This Sheet		22.1										22.1		
18. From Sheet No. 11-1	201.9	43.0											244.9	
19. Total	201.9	65.1												267.0
20. Combat														
21. Immi- nent Danger														

DA FORM 759-1, AUG 93 EDITION OF SEP 86 AND AUG 92 IS OBSOLETE

Figure 7-29. Sample aircraft closeout summary for platoon sergeant

7-22. DA FORM 759 CLOSEOUT

a. All nonrated crew members require an annual closeout. A DA Form 759 is prepared when the flight records are closed. Table 7-12 contains instructions for completing DA Form 759. At closeout, flight record forms are arranged in the DA Form 3513, as explained in paragraph 7-3. Figures 7-30 through 7-35 on pages 7-77 through 7-88 show completed samples of DA Forms 759. Only one DA Form 759 is completed at the closeout of the nonrated crew member's flight records. All entries must be typed.

b. The DA Form 759 has four parts; all parts must be completed. Parts III and IV are on the reverse of the form. Figure 7-36 on pages 7-89 and 7-90 gives examples of remarks for Part IV. DA Form 759 is distributed according to AR 95-3.

Table 7-12. Instructions for completing DA Form 759

ITEM	INSTRUCTIONS
PART I. BIO/DEMOGRAPHIC	
Block 1	Enter the sheet number.
Block 2	Enter the last name, first name, and middle initial.
Block 3	Enter the rank.
Block 4	Enter the SSN.
Block 5	Enter the month or months and calendar year or years of the period covered.
Block 6	Enter the date of birth.
Blocks 7 and 8	Leave blank.
Block 9	Enter the component designation, as shown in Table 7-8 (page 7-39).
Block 10	Enter the present unit of assignment.
Block 11	Enter the duty military occupational specialty.

**Table 7-12. Instructions for completing DA Form 759
(continued)**

ITEM	INSTRUCTIONS
NOTE: The DMOS for nonrated crew members may be obtained from the Personnel Administration Center. For flight surgeons, it may be obtained from the medical facility. The MOS for flight surgeons is 61N9, followed by one of these letters: A, B, C, or D. The letter "A" is a special designation given by the surgeon general. (This is equivalent to a university professor.) The letter "B" means that the flight surgeon is board certified in aerospace medicine. The letter "C" indicates that the flight surgeon has completed a residency course in aerospace medicine. The letter "D" means that the flight surgeon is nonresidency trained (seven-week course taught at Fort Rucker, Alabama).	
Block 12	Enter the assigned duty position.
Block 13	Leave blank.
PART II. FLIGHT HOURS	
SECTION A. QUALIFICATIONS	
Column a	Enter the type of aircraft in which the duty was performed by mission, type, design, and series. Enter any night vision device or system time under NS directly below the aircraft entry in which the night vision device or system time was logged.
Column b	Leave blank.
Column c	Enter the month and year that the nonrated crew member completed his most recent flight in the aircraft and the night vision device or system used (information taken from the DA Form 759-3).
NOTE: Some flight surgeons are rated crew members. Columns a through c will be filled out accordingly for these individuals.	
Column d	<u>Aircraft</u>. Enter the total hours flown from line 19, column m, of each DA Form 759-1 on the line that corresponds to the aircraft flown. <u>NS</u>. Enter the total hours from lines 11 through 14, column m, of each DA Form 759-1 on the line that corresponds to the night vision device or system used. (The totals under NS tell the commander that, of the total hours flown in an aircraft, this many night vision device or system hours have been flown. These hours will not be included when the total number of flight hours are calculated for the period.)

**Table 7-12. Instructions for completing DA Form 759
(continued)**

ITEM	INSTRUCTIONS
Columns e through k	Enter the total hours flown from line 19, columns a through g, of each DA Form 759-1 in the blocks that correspond to the duty position and aircraft flown.
SECTION B. TOTAL HOURS	
NOTE: Section B is a compilation of aircraft time and does not include NS time. Blocks are updated at each closeout of the individual's flight records. Blocks c and e are updated only for rated crew members after the operations officer has verified the individual's flight hours. Block g is updated when an aircraft is removed from the Army inventory.	
Block a	Enter the cumulative total of all combat hours flown from the aircraft closeout summaries or consolidation work sheets. (This will include hours that were previously entered under historical combat time.) Enter the total in this block in hours and tenths of hours. (The totals in this block will be updated with each closeout only if there are changes.)
Block b	Enter the cumulative total of all imminent danger hours flown from the aircraft closeout summaries or consolidation work sheets. Enter the total in this block in hours and tenths of hours. (The totals in this block will be updated with each closeout only if there are changes.)
Blocks c and e	Enter the total flight hours from civilian logbooks that have been verified by the operations officer. Add the hours to any total previously entered in these blocks. Explain the verification and the change in hours in Part IV.
Block d	Add all military rotary-wing aircraft time in Section A, column d, and enter the total in this block.
Block f	Add all military fixed-wing aircraft time in Section A, column d, and enter the total in this block.
Block g	Transcribe the historical hours from the previous DA Form 759 closeout to this block. Update these hours as necessary.
NOTE: When aircraft are removed from the Army inventory, the historical hours will be updated at the next closeout. Those aircraft will then be removed from Part II, Section A. If the historical hours change, a comment is required in Part IV.	
Block h	Add the hours in blocks c through g to get the cumulative military and civilian flight hours. Enter the total in hours and tenths of hours in this block.

**Table 7-12. Instructions for completing DA Form 759
(continued)**

ITEM	INSTRUCTIONS
PART III. ATP	
NOTE: ATP requirements include hours, tasks, and iterations identified in the appropriate aircrew training manuals and, if applicable, the APART. Failure of an individual to complete any portion of the ATP requires a comment in Part IV.	
Block 1	Enter the individual's flight activity category when applicable.
NOTE: TC 1-210 defines the three flight activity categories.	
Block 2	Leave blank.
Block 3	Enter the date of the most recent flight physical.
NOTE: The physical examination is an annual requirement and is not considered part of the APART.	
Blocks 4 and 5	Enter the date of the most recent training, if applicable.
Block 6	Enter the date that the individual completed all APART requirements, if applicable.
NOTE: If an individual fails to successfully complete the APART, leave block 6 blank and enter the appropriate comment in Part IV.	
Blocks 7 through 17	Enter the appropriate information in these blocks for individuals who are required to fly the aircraft. (Examples are aeroscout observers or aerial fire support observers who require entries in blocks 7 through 9 and may require entries in blocks 15 through 17.)
PART IV. REMARKS	
Enter a historical narrative of the nonrated crew member's flying status, qualifications, and proficiency if they are not stated elsewhere on the form. Use the remarks in Figure 7-36 (pages 7-89 and 7-90) to ensure consistency. When a nonrated crew member fails to complete any portion of his APART or ATP requirements, the commander may grant him a 30-day extension in which to complete the portion failed. An entry should be made on the current closeout if the individual does not complete the requirements. An entry also should be made on the next closeout to indicate that the individual has completed the appropriate requirements and the date completed.	
Commander's signature and date	The commander's signature block must be typed. The commander must sign and date the forms to certify the accuracy of the closeout data.

[illegible]

Figure 7-30. Sample DA Form 759 for aeroscout observer

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE—ARMY For use of this form, see AR 95-1 and FM 1-300, the proponent agency is ODCSOPS					1. Sheet No 3	
2 Name Burgess, Jessie O.		3 Rank SSG		4 SSN 543-70-1367		5 Period Dec 92 - May 93
PART III. ATP						
1. FAC		2 MTFE		3 Phys Exam 21 May 93		4 Eject Seat
5. Alt Chamber		6 APART Completed 6 May 93				
7 Primary Acft OH-58D		8 RL 1		9. Std Flt Eval 6 May 93		10. Instrument Eval
11. Alternate Acft		12 RL		13. Std Flt Eval		14. Instrument Eval
15. Additional Acft OH-58C		16 RL 1		17. Std Flt Eval 18 May 93		
PART IV. REMARKS						
Individual placed on crew member flying status UP HQDA orders number 226-66, dated 24 Dec 92. Effective 6 Dec 92. Individual has completed 28 months on flying status. Records closed 31 May 93 for annual birth month closeout. Individual has completed ATP requirements.						
Commander's Typed Name, Rank, Branch JERRY L. WISDOM MAJ, AV Commanding			Signature		Date	
DATA REQUIRED BY THE PRIVACY ACT OF 1974						
1. AUTHORITY: Section 301, 5 U.S.C.; Section 3013, 10 U.S.C.; E.O. 9397				Form 4187 (Personnel Action) requesting routine aeronautical actions may be disclosed to the Federal Aviation Administration, the National Transportation Safety Board, or official aircraft accident investigation teams upon request		
2. PURPOSE: To record the flying experience and qualification data of each aviator, crew member, noncrew-member, and flight surgeon in aviation service				4. DISCLOSURE: Disclosure of the SSN for the aviator, crew member, noncrew-member, or flight surgeon is voluntary. However, failure to provide the information requested may result in an unnecessary delay when processing personnel actions		
3. ROUTINE USE: DA Forms 759, 759-1, and 759-3 (Individual Flight Record and Flight Certificate-Army), DA Form 4186 (Medical Recommendations for Flying Duty); and DA						

REVERSE, DA FORM 759, AUG 93

Figure 7-30. Sample DA Form 759 for aeroscout observer (continued)

[illegible]

DA FORM 759, AUG 93

EDITION OF SEP 86 AND AUG 92 IS OBSOLETE

Figure 7-31. Sample DA Form 759 for flight surgeon

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE—ARMY For use of this form, see AR 95-1 and FM 1-300, the proponent agency is ODCSOPS				1 Sheet No 6	
2 Name Baron, Redmon T.		3 Rank MAJ	4 SSN 547-66-8091		5. Period Jun 92 - May 93
PART III. ATP					
1. FAC	2. MTFE	3. Phys Exam 18 May 93	4. Eject Seat	5. Alt Chamber	6. APART Completed
7. Primary Acft		8. RL		9. Std Fil Eval	
11. Alternate Acft		12. RL		13. Std Fil Eval	
15. Additional Acft		16. RL		17. Std Fil Eval	
PART IV. REMARKS					
Individual has completed 53 months on flying status. Records closed 31 May 93 for annual birth month closeout. Individual has completed ATP requirements.					
Commander's Typed Name, Rank, Branch CHARLES R. BROWN MAJ, AV Commanding		Signature		Date	
DATA REQUIRED BY THE PRIVACY ACT OF 1974					
1. AUTHORITY: Section 301, 5 U.S.C.; Section 3013, 10 U.S.C.; E.O. 9397.			Form 4187 (Personnel Action) requesting routine aeronautical actions may be disclosed to the Federal Aviation Administration, the National Transportation Safety Board, or official aircraft accident investigation teams upon request.		
2. PURPOSE: To record the flying experience and qualification data of each aviator, crew member, noncrew-member, and flight surgeon in aviation service.			4. DISCLOSURE: Disclosure of the SSN for the aviator, crew member, noncrew-member, or flight surgeon is voluntary. However, failure to provide the information requested may result in an unnecessary delay when processing personnel actions.		
3. ROUTINE USE: DA Forms 759, 759-1, and 759-3 (Individual Flight Record and Flight Certificate—Army), DA Form 4186 (Medical Recommendations for Flying Duty); and DA					

REVERSE, DA FORM 759, AUG 93

Figure 7-31. Sample DA Form 759 for flight surgeon (continued)

[illegible]

DA FORM 759, AUG 93

EDITION OF SEP 86 AND AUG 92 IS OBSOLETE

Figure 7-32. Sample DA Form 759 for crew chief

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE—ARMY For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS				1 Sheet No 5	
2 Name Jones, Robert N.		3 Rank SGT	4 SSN 417-29-3472		5. Period Jul 91 - Mar 92
PART III. ATP					
1 FAC	2 MTFE	3 Phys Exam 16 Jun 91	4 Eject Seat	5 Alt Chamber	6 APART Completed
7. Primary Acft		8. RL		9 Sid Flt Eval	10. Instrument Eval
11. Alternate Acft		12. RL		13. Sid Flt Eval	14. Instrument Eval
15. Additional Acft		16. RL		17. Sid Flt Eval	
PART IV. REMARKS					
Records closed 31 Mar 92 for change of assignment. Individual reassigned UP HQDA orders number 310-40, dated 2 Feb 92. Reassigned to HHC, Third US Army, Ft. McPherson, Georgia. Individual has completed 46 months on flying status. Nonrated crew member completed initial NVG qualification on 7 Jul 91.					
Commander's Typed Name, Rank, Branch JAMES T. KIRK CPT, AV Commanding		Signature		Date	
DATA REQUIRED BY THE PRIVACY ACT OF 1974 1. AUTHORITY: Section 301, 5 U.S.C.; Section 3013, 10 U.S.C. E.O. 9367. 2. PURPOSE: To record the flying experience and qualification data of each aviator, crew member, noncrew member, and flight surgeon in aviation service. 3. ROUTINE USE: DA Forms 759, 759-1, and 759-3 (Individual Flight Record and Flight Certificate-Army), DA Form 4186 (Medical Recommendations for Flying Duty), and DA Form 4187 (Personnel Action) requesting routine aeronautical actions may be disclosed to the Federal Aviation Administration, the National Transportation Safety Board, or official aircraft accident investigation teams upon request. 4. DISCLOSURE: Disclosure of the SSN for the aviator, crew member, noncrew member, or flight surgeon is voluntary. However, failure to provide the information requested may result in an unnecessary delay when processing personnel actions.					
REVERSE, DA FORM 759, AUG 93					

Figure 7-32. Sample DA Form 759 for crew chief (continued)

[illegible]

DA FORM 759, AUG 93

EDITION OF SEP 86 AND AUG 92 IS OBSOLETE

Figure 7-33. Sample DA Form 759 for flight engineer instructor

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE—ARMY For use of this form, see AR 95-1 and FM 1-300, the proponent agency is ODCSOPS				1. Sheet No 10	
2 Name Smith, Jonathan P.		3 Rank SSG	4. SSN 211-98-5188		5 Period Aug 92 - Jun 93
PART III. ATP					
1. FAC	2. MTFE	3. Phys Exam 22 Jun 93	4. Eject Seat	5. All Chamber	6. APART Completed
7. Primary Actl		8. RL		9. Std Flt Eval	
11. Alternate Actl		12. RL		13. Std Flt Eval	
15. Additional Actl		16. RL		17. Std Flt Eval	
PART IV. REMARKS					
Records closed 30 Jun 93 for annual birth month closeout. Individual has completed 88 months on flying status. Individual has completed ATP requirements. Logging of imminent danger and combat time is authorized UP FORSCOM message dated 020905Z Sep 92.					
Commander's Typed Name, Rank, Branch STEVEN P. CHIPMAN MAJ, AV Commanding		Signature		Date	
DATA REQUIRED BY THE PRIVACY ACT OF 1974					
1. AUTHORITY: Section 301, 5 U.S.C.; Section 3013, 10 U.S.C.; E.O. 9367.			Form 4187 (Personnel Action) requesting routine aeronautical actions may be disclosed to the Federal Aviation Administration, the National Transportation Safety Board, or official aircraft accident investigation teams upon request.		
2. PURPOSE: To record the flying experience and qualification data of each aviator, crew member, noncrew-member, and flight surgeon in aviation service.			4. DISCLOSURE: Disclosure of the SSN for the aviator, crew member, noncrew-member, or flight surgeon is voluntary. However, failure to provide the information requested may result in an unnecessary delay when processing personnel actions.		
3. ROUTINE USE: DA Forms 759, 759-1, and 759-3 (Individual Flight Record and Flight Certificate—Army); DA Form 4186 (Medical Recommendations for Flying Duty); and DA					
REVERSE, DA FORM 759, AUG 93					

Figure 7-33. Sample DA Form 759 for flight engineer instructor (continued)

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE—ARMY						1. Sheet No
For use of this form, see AR 95-1 and FM 1-300; the proponent agency is ODCSOPS						1
2 Name Roberts, Joanne S.		3 Rank PFC		4 SSN 133-87-0581		5 Period Sep 92 - Mar 93
PART III. ATP						
1 FAC	2 MTFE	3 Phys Exam 7 Aug 92	4 Eject Seat 6 Sep 92	5 Alt Chamber 6 Sep 92	6 APART Completed	
7. Primary Actl		8 RL		9 Sid Fil Eval		10. Instrument Eval
11. Alternate Actl		12 RL		13. Sid Fil Eval		14. Instrument Eval
15. Additional Actl		16 RL		17. Sid Fil Eval		
PART IV. REMARKS						
Records closed 31 Mar 93 for change of assignment. Individual reassigned UP HQDA orders number 210-4, dated 3 Feb 93. Reassigned to 201st Avn Co, Republic of Korea. Individual has completed 7 months on flying status. Individual placed on crew member flying status UP HQDA orders number 124-14, dated 16 Aug 92. Effective 1 Sep 92.						
Commander's Typed Name, Rank, Branch CLAUDE L. BERNHART CPT, AV Commanding		Signature			Date	
DATA REQUIRED BY THE PRIVACY ACT OF 1974 1. AUTHORITY: Section 301, 5 U.S.C., Section 3013, 10 U.S.C., E.O. 9367. 2. PURPOSE: To record the flying experience and qualification data of each aviator, crew member, noncrew-member, and flight surgeon in aviation service. 3. ROUTINE USE: DA Forms 750, 750-1, and 750-3 (Individual Flight Record and Flight Certificate—Army), DA Form 4186 (Medical Recommendations for Flying Duty), and DA Form 4187 (Personnel Action) requesting routine aeronautical actions may be disclosed to the Federal Aviation Administration, the National Transportation Safety Board, or official aircraft accident investigation teams upon request. 4. DISCLOSURE: Disclosure of the SSN for the aviator, crew member, noncrew-member, or flight surgeon is voluntary. However, failure to provide the information requested may result in an unnecessary delay when processing personnel actions.						

REVERSE, DA FORM 759, AUG 93

Figure 7-34. Sample DA Form 759 for technical observer (continued)

7-87

INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE—ARMY For use of this form, see AR 95-1 and FM 1-300, the proponent agency is ODCSOPS				1. Sheet No 12	
2 Name Kuhn, Peter W.		3 Rank SFC	4 SSN 223-59-4801	5. Period Jan 93 - Jun 93	
PART III. ATP					
1 FAC	2 MTFE	3 Phys Exam 25 Jun 93	4. Eject Seat	5. Alt Chamber	6. APART Completed
7 Primary Acft	8. RL		9. Std Flt Eval		10. Instrument Eval
11. Alternate Acft	12. RL		13. Std Flt Eval		14. Instrument Eval
15. Additional Acft	16. RL		17. Std Flt Eval		
PART IV. REMARKS					
Individual placed on noncrew-member flying status UP HQDA orders number 245-12, dated 15 Dec 92. Effective 1 Jan 93. Records closed 30 Jun 93 for annual birth month closeout. Individual has completed 118 months on flying status. Individual has completed ATP requirements.					
Commander's Typed Name, Rank, Branch EVELYN R. OSBORNE CPT, AV Commanding		Signature		Date	
DATA REQUIRED BY THE PRIVACY ACT OF 1974					
1. AUTHORITY: Section 301, 5 U.S.C.; Section 3013, 10 U.S.C.; E.O. 9397.			Form 4187 (Personnel Action) requesting routine aeronautical actions may be disclosed to the Federal Aviation Administration, the National Transportation Safety Board, or official aircraft accident investigation teams upon request.		
2. PURPOSE: To record the flying experience and qualification date of each aviator, crew member, noncrew member, and flight surgeon in aviation service.			4. DISCLOSURE: Disclosure of the SSN for the aviator, crew member, noncrew member, or flight surgeon is voluntary. However, failure to provide the information requested may result in an unnecessary delay when processing personnel actions.		
3. ROUTINE USE: DA Forms 759, 759-1, and 759-3 (Individual Flight Record and Flight Certificate-Army), DA Form 4186 (Medical Recommendations for Flying Duty), and DA					
REVERSE, DA FORM 759, AUG 93					

Figure 7-35. Sample DA Form 759 for platoon sergeant (continued)

1. Individual placed on crew member/noncrew-member flying status UP (issuing authority) orders number _____, dated _____, effective (date).
 2. Records closed (date) (reason). (See paragraph 7-2 for examples of reasons for a closeout.)
 3. Entries in blocks _____ and _____ of error sheets _____ through _____ are incorrect. Corrected this sheet.
 4. Logging of combat or imminent danger time is authorized UP (authority). (COMUSARCENT msg dated 010337Z Feb 91, subject: DA Form 2408-12 Mission Codes: D (Imminent Danger) and C (Combat).)
 5. Individual reassigned UP (issuing authority) orders number _____, dated _____. Reassigned to (unit and station).
 6. Individual must wear corrective lenses when performing as a crew member or noncrew-member.
 7. Involved in (Class A, B, or C) accident on (date) in (type of aircraft) as (duty station).
- NOTE: If the accident classification is upgraded or downgraded, an entry will be made on the next closeout to reflect the change.
8. Medical suspension from flight duty effective (date); terminated on (date).
 9. Individual qualified as (flight engineer), (flight engineer instructor), or (nonrated standardization instructor) on (date).
 10. Individual completed _____ months on flying status. (This is a required entry.)
 11. Nonrated crew member completed initial NVG qualification on (date).
 12. Senior or master crew member rating UP (authority), (date).
 13. Medical waiver granted effective (date) for (summarize medical condition waived).
 14. Individual has not completed ATP requirements. (Explain what ATP requirements have not been completed and the actions that have been taken. Use one of the remarks below.)
 - a. Individual granted a 30-day extension to complete (list all ATP requirements still to be completed) effective (date).
 - b. Waiver for (specified ATP requirement or requirements) requested on (date).
- NOTE: When a nonrated crew member completes or fails to complete the ATP requirements, use one of the remarks below for Part IV of the next DA Form 759 closeout.
- c. Individual completed previous ATP requirements on (date).

Figure 7-36. Examples of standard remarks used for nonrated crew members

d. Previous ATP requirements waived by (MACOM) commander on (date).

e. Individual failed to complete ATP requirements within the additional time frame. Individual removed from flying status effective (date).

15. Historical hours increased because of (reason).

NOTE: When a standard remark applies to a closeout, that remark becomes mandatory. If a situation arises that is not explained in a standard remark, it will be explained in easy-to-understand language.

Figure 7-36. Examples of standard remarks used for nonrated crew members (continued)

APPENDIX A**AIRFIELD MANAGEMENT CONSIDERATIONS**

Airfield management comprises the total airfield environment and everything that happens within it. The list of airfield management considerations in Figure A-1, which is not all-inclusive, was provided by the US Army Aeronautical Services Agency, ATTN: MOAS-AI, Cameron Station, Alexandria, VA 22304-5050. Their telephone number is DSN 284-7774.

1. Mission requirements.
2. Site selection.
3. Property acquisition.
4. Equipment authorization, installation, and maintenance.
5. Cost guidance.
6. Ammunition and firearms.
 - a. Storage.
 - b. Transport.
 - c. Loading and unloading.
7. SOP and facility memorandums.
 - a. Joint-use facilities.
 - b. Host-tenant agreements and support.
8. Airfield inspections and surveys.
 - a. Self-inspection procedures and checklists.
 - b. Periodic inspections and surveys.
9. Claims for or against the Army.
10. Airfield certification.
11. Files and publications.

Figure A-1. List of airfield management considerations

12. Passenger support facilities.
 - a. VIP.
 - b. Customs and immigration.
13. Electronic and visual navigational aids.
 - a. Doppler reference points.
 - b. Compass rose establishment and maintenance.
 - c. VOR receiver checkpoints.
14. Disaster operations.
15. Clubs.
 - a. Sports parachute.
 - b. Flying.
 - c. Model airplane.
16. Community relations.
 - a. Activities such as fairs and sports events.
 - b. Protest and/or hostile public demonstrations.
 - c. Public affairs information releases.
 - d. Displays and demonstrations.
17. Cargo handling.
18. Foreign object damage program.
19. Fire prevention and protection.
20. Weather service.
21. Hurricane evacuation and other severe weather procedures.
22. Hazards.
 - a. Birds.
 - b. Balloons and kites.
 - c. Temporary obstructions and construction/repair operations.

**Figure A-1. List of airfield management considerations
(continued)**

23. Department of the Army Regional Representatives.
24. Radio frequencies.
 - a. Hazardous electromagnetic radiation ordnance conditions (no radio/radar transmission areas).
 - b. Airfield (non-ATC) communications net.
25. Traffic patterns.
26. Local flying rules and areas.
27. Flight routes.
28. Instrument approaches and departures.
29. Flight inspection and evaluation.
30. Airspace actions.
31. Flight violations and operational hazard reports.
32. Notices to Airmen.
33. Flight information publications.
34. Marking and lighting.
35. Field notices.
36. FAA notice requirements.
37. Civilian aircraft landing permits.
38. Noise complaint and abatement procedures.
39. Paved areas.
40. Parking and mooring.
41. Airfield surface movement conditions validation and reporting.
 - a. Official vehicles.
 - b. Nongovernmental vehicles.

**Figure A-1. List of airfield management considerations
(continued)**

- 42. Security.
 - a. Restricted areas (access and control).
 - b. Intrusion alarm and prevention measures.
 - c. Bomb threat plan.
 - d. Antiterrorist plan.
 - e. Antihijack plan.
- 43. Air traffic and airspace interface.
- 44. FAA interface.
- 45. Crash, fire, and rescue.
 - a. Crash, fire, and rescue equipment.
 - b. Contingency plans and local community agreements.
 - c. Search and rescue coordinator designation.
 - d. Crash alarm and communications circuit.
- 46. Environment.
 - a. Environmental integrity plan.
 - b. Natural resources management.
- 47. Airfield waivers.
- 48. Fuel storage areas and equipment.
- 49. Flight planning.
 - a. Facilities.
 - b. Aircrew briefing/lounge area.
 - c. Service B requirements (acquisition/closure actions).
 - d. Alternative to Service B.
- 50. Unmanned aerial vehicle operations.
- 51. Encroachment procedures.

**Figure A-1. List of airfield management considerations
(continued)**

- 52. High-intensity radio frequency.
- 53. Automated air facilities information file.
- 54. Airfield organization.
- 55. Airfield modernization plan.

**Figure A-1. List of airfield management considerations
(continued)**



1

2



3

4



APPENDIX B**FACILITY MEMORANDUM, OPERATIONS LETTER, AND LETTER OF AGREEMENT**

A facility memorandum is used to disseminate information within the Army. It is not an official means of communication for agencies outside the Army. Figure B-1 on the next page shows a sample facility memorandum. When two or more agencies are located on the same airfield, an operations letter, such as the one shown in Figure B-2 on page B-3, is used. When more than one airfield must agree to a policy or procedure, a letter of agreement, such as the one shown in Figure B-3 on page B-4, is used.



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY AVIATION CENTER AND FORT RUCKER
FORT RUCKER, ALABAMA 36362-5000

REPLY TO
ATTENTION OF:

ATZQ-DET-O (MARKS NUMBER)

DATE

MEMORANDUM FOR ARAC Personnel

SUBJECT: Temporary Approach Minimums

1. Runway 6, Cairns AAF, is closed for resurfacing. It should reopen 7 February 1993. When the runway is reopened, it will have to cure for about two weeks before runway markings can be repainted on it.
2. During the time that the runway is usable without all runway markings, the visibility minimums for instrument approaches will be as follows:

<u>Approach</u>	<u>Visibility</u>	<u>Category</u>
NDB Rwy 6	1	A, B, C
ILS Rwy 6	3/4	A, B, C
LOC Rwy 6	1	A, B, C
VOR Rwy 6	1	A, B, C
PAR Rwy 6	3/4	A, B, C
ASR Rwy 6	1	A, B, C

3. A NOTAM will be issued at the appropriate time.

Chief, ARAC Division

"Fort Rucker - An Extra Dimension of Excellence"

Figure B-1. Sample facility memorandum



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY AVIATION CENTER AND FORT RUCKER
FORT RUCKER, ALABAMA 36362-5000

REPLY TO
 ATTENTION OF:

OFFICE SYMBOL

DATE

SUBJECT: Control Tower/Airfield Operations Letter

Operations letter between _____ Airfield Operations and
 _____ (Name)
 _____ Control Tower.
 _____ (Name)

_____ Airfield Operations Letter Number _____
 _____ (Name)

_____ Control Tower Letter Number _____
 _____ (Name)

SUBJECT: (Short description of the content of the letter)

EFFECTIVE: (Effective date of letter and number and date of
 canceled letters)

Use standard paragraphing to outline the text of the letter.
 Provide sufficient detail to preclude misunderstanding or
 misinterpretation of the information.

 (Signature)
 Airfield Operations Officer

 (Signature)
 Control Tower Chief

 (Name) Airfield

DISTRIBUTION:

"Fort Rucker - An Extra Dimension of Excellence"

Figure B-2. Sample operations letter



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY AVIATION CENTER AND FORT RUCKER
FORT RUCKER, ALABAMA 36382-5000

REPLY TO
ATTENTION OF:

OFFICE SYMBOL

DATE

SUBJECT: Approach Control/GCA Letter of Agreement

Letter of agreement between _____ Approach Control and
(Name) GCA.
(Name)

_____ Approach Control Letter Number _____
(Name)

_____ GCA Letter Number _____
(Name)

SUBJECT: Radar Control of IFR Arrivals at _____ Airfield

EFFECTIVE: (Effective date of letter and number and date of
canceled letters)

This agreement governs the control of IFR arrivals at _____
Airfield.

1. Conventional aircraft (primary and secondary fixes).
2. Jet aircraft (procedures for release to GCA during
published instrument approaches).
3. Diverse approach.
4. Missed approach.
5. Coordination (transfer of information between facilities).

Attachments (list as required)

(Signature)
Commander (Name) Airfield

(Signature)
Commander (Name) Airfield

(Signature)
Commander (Name) Airfield

(Signature)
Commander (Name) Airfield

"Fort Rucker - An Extra Dimension of Excellence"

Figure B-3. Sample letter of agreement

APPENDIX C

EMERGENCY PLANS AND PROCEDURES

Each Army airfield is required to publish, maintain, and periodically test its emergency plans. The plans should provide sufficient guidance to reduce the probability of personnel injury and property damage on the airfield should an actual emergency occur. This appendix discusses emergency plans, the preaccident plan, and the National Search and Rescue Plan.

C-1. EMERGENCY PLANS

a. Personnel Responsibilities.

(1) Airfield commander. The airfield commander is responsible for--

(a) Coordinating the emergency plan with law enforcement personnel, rescue and fire fighting personnel, medical personnel, principal airfield tenants, and other personnel who have responsibilities under the plan.

(b) Conducting a full-scale exercise of the emergency plan at least every five years.

(2) Operations officer. The operations officer is responsible for--

(a) Ensuring the participation of all personnel listed in (1)(a) above.

(b) Ensuring that all airfield personnel having responsibilities under the plan are familiar with their assignments and are properly trained.

(c) Staffing the plan with all of the parties with whom the plan is required to be coordinated at least once a year. (This helps ensure that the information in the plan is current.)

b. Contents.

(1) **Response Instructions.** The emergency plan will contain instructions for responding to--

- (a) Aircraft accidents and incidents.
- (b) Bomb incidents, including designated parking areas for the aircraft involved.
- (c) Structural fires.
- (d) Natural disasters.
- (e) Radiological incidents.
- (f) Sabotage, hijack incidents, and other unlawful interference with airfield operations.
- (g) Power failure for movement area lighting.
- (h) Water rescue situations.

(2) **Notification procedures.** The emergency plan will include procedures for notifying appropriate personnel about--

- (a) The location of the emergency.
- (b) The number of personnel involved in the emergency.
- (c) Other information they will need to carry out their responsibilities as soon as that information is available.

(3) **Medical/emergency provisions.** The emergency plan must--

- (a) Provide for medical services for the maximum number of persons that can be carried on the largest aircraft that the airfield reasonably can be expected to serve.
- (b) Provide the name, location, telephone number, and emergency capability of each medical facility and the business address and telephone number of medical personnel who have agreed to provide medical services.

(c) Provide the name, location, and telephone number of each rescue squad, ambulance service, and government agency that has agreed to provide medical services.

(d) Include provisions for inventorying surface vehicles and aircraft that will be available to transport injured and deceased persons to locations on the airfield and in the communities it serves.

(e) Identify hangars or other buildings that can be used to accommodate uninjured, injured, and deceased persons.

(4) Related emergency functions. The emergency plan must provide for--

(a) Crash alarm systems.

(b) The removal of disabled aircraft.

(c) The coordination of airfield and control tower functions relating to emergency actions.

(d) The marshaling, transportation, and care of uninjured and ambulatory injured accident survivors.

(5) Water rescue provisions. The emergency plan should provide for the rescue of aircraft accident victims from significant bodies of water or marshlands that are crossed by aircraft.

(6) Crowd control. The emergency plan will specify the name and location of each safety or security agency that has agreed to provide assistance for crowd control in case of an emergency on the airfield.

(7) Disabled aircraft removal. The emergency plan will include the names, locations, and telephone numbers of personnel who have aircraft removal responsibilities.

C-2. PREACCIDENT PLAN

a. Contents.

(1) The preaccident plan must include a crash alarm system, a crash rescue plan, and a means of notifying board members who will investigate the accident to include the flight surgeon. (AR 420-90 discusses the crash rescue plan in detail.)

(2) An appointed accident investigation board should be readily available as part of the preaccident plan. This board will be comprised of members who meet the requirements in AR 385-40.

(3) Units operating as tenant activities from non-Army or joint-use airfields will ensure plans are developed to fulfill Army requirements that are not provided by the host activity.

(4) All operations personnel must be familiar with the preaccident plan and know what to do if an accident occurs. Preaccident preparation requires a daily test of the primary and secondary crash alarm systems and a monthly test of the preaccident plan. Figure C-1 shows sample primary and secondary crash alarm systems.

b. Details. The preaccident plan will be coordinated with all commanders and appropriate personnel. Emergency personnel must be familiar with the crash alarm system and the pertinent provisions of ARs 385-40 and 385-95. All responsible personnel must be ready to respond to an emergency at any time.

(1) An air crash, search, and rescue map of the local area will be provided to and maintained by each activity listed for the primary and secondary crash alarm systems. (Chapter 2 provides details about the ACS&R map.)

(2) Wreckage will not be disturbed or moved except for purposes of rescue and/or fire fighting until it is released by the president of the aircraft accident investigation board. DA Pamphlet 385-95 contains guidance on the preservation of wreckage.

C-3. NATIONAL SEARCH AND RESCUE PLAN

Search and rescue is a lifesaving service provided by the federal agencies signatory to the National Search and Rescue Plan and the agencies responsible for search and rescue within each state. Operational resources are provided by the USCG; DOD components; Civil Air Patrol; Coast Guard auxiliary; state, county, and local law enforcement and other public safety agencies; and private volunteer organizations.

Primary crash alarm system	
Flight operations will	Alternate phone number
Control tower will	000-0000
Crash fire station will	000-0000
Supporting ground medical unit will	000-0000
Medical air evacuation battalion will	000-0000
Crash boat station will	000-0000
Secondary crash alarm system	
Airfield or post fire department will	000-0000
Flight surgeon or assistant will	000-0000
Provost marshal will	000-0000
Aircraft maintenance officer will	000-0000
Aviation safety officer will	000-0000
Transportation officer will	000-0000
Post signal officer will	000-0000
Public information officer will	000-0000
Post safety officer will	000-0000
Post engineer will	000-0000
Aircraft accident investigation board will	000-0000
Post adjutant will	000-0000
Aviation officer will	000-0000
Airfield weather officer will	000-0000

Figure C-1. Sample primary and secondary crash alarm systems

a. Responsibilities.

(1) The National Search and Rescue Plan, by federal interagency agreement, provides for the effective use of all available facilities in all types of SAR missions. These facilities include aircraft, vessels, pararescue and ground rescue teams, and emergency radio fixing. The USCG is responsible for coordinating SAR in the maritime region, and the USAF is responsible for coordinating it in the inland region. To carry out their SAR responsibilities, the USCG and the USAF have established rescue coordination centers to direct SAR activities within their respective regions. During aircraft emergencies, distress and urgency information normally is sent to an appropriate RCC through an ARTCC or FSS.

(2) The departure station is responsible for SAR action until it receives notification from the destination station of the transfer of SAR responsibility.

(3) When an aircraft has crashed or is suspected of having crashed within a unit's area of responsibility, operations personnel will plot the location of the crash site on their map. They will notify the RCC or the JRCC and relay all information about the crash so that the nearest unit to the crash site can provide support. As updated information is received about the crash, the RCC or JRCC is again notified to ensure that all equipment and personnel involved are accounted for. As information is received, it should be logged and used by safety personnel in preparing DA Form 2397-10R, which is required by AR 385-40. A mission commander should be designated to conduct any SAR effort. Selection of a mission commander is based on the anticipated size and proximity of the search area and the tactical situation. FM 90-18 contains information about Army combat search and rescue operations.

b. Overdue Aircraft Actions.

(1) On a flight plan. An aircraft on a VFR or DVFR flight plan is considered overdue when it fails to arrive 30 minutes after its ETA and communications cannot be established or it cannot be located.

(2) Not on a flight plan. An aircraft not on a flight plan is considered overdue at the time a reliable source reports it to be at least one hour late at the destination. When the report is received, operations personnel will try to verify that the aircraft actually departed and that the request is for a missing aircraft rather than for a person. Missing person reports are referred to the appropriate authorities.

c. QALQ Messages.

(1) The destination station sends a QALQ message over Service B by asking "Has a certain aircraft landed?" The response to a QALQ message is a QAL message. The QAL response indicates whether an aircraft has landed at a certain location.

(2) When a VFR aircraft (military or civilian) becomes overdue, the destination station (including the intermediate destination tie-in station for military aircraft) will try to locate the aircraft by checking all adjacent flight plan area airports. Appropriate terminal area facilities and ARTCC sectors also are checked. If the communications search does not locate the aircraft, the destination station will send the signal "QALQ" to the departure station and, when different, to the FSS with which the flight plan was filed. Personnel may make long-distance telephone calls, when appropriate, to accomplish SAR responsibilities. Figure C-2 shows a sample QALQ message.

```
/B
FF KMEMYF
(DTG) KSPSYF QALQ N 12345.
```

Figure C-2. Sample QALQ message

(3) Upon receipt of the QALQ, the departure station will check locally for any information about the aircraft. It also will take the following actions:

(a) If the aircraft is located, the departure station will send the destination station a message such as the one shown in Figure C-3.

```
/B
FF KMEMYF
(DTG) KSPSYF QALQ R12345 QAL 1255.
```

Figure C-3. Sample QAL message

(b) If the departure station is unable to obtain additional information, it will send a message, such as the one shown in Figure C-4, to the destination station. The departure station will use the following format when sending the message:

- Aircraft identification and type.
- True airspeed.
- Departure time.
- Departure point.
- Initial altitude.
- Flight route.
- Destination.
- Fuel exhaustion time.
- Name and address of pilot.
- Number of personnel on board.
- Color of aircraft.
- Any verbal or written remarks made by the pilot or crew that may assist in the search.

```
/B
FF KSPSYS
(DTG) KMEMYF
QALQ R12345 C-12 TAS 110 D1235 MGM BHM FLEXHA 1635
MAJ JOHN DOE USAAVNC OZR 2 POB OLIVE DRAB.
```

Figure C-4. Sample QALQ message with additional information

(4) Upon receipt of a QALQ message from the destination station about a flight for which a departure message was sent, the station that sent the proposed flight plan will immediately send a message to the destination station. The message will contain all information not previously sent. No further search action is required of the station that sent the proposed flight plan. Also, no further messages will be received by that station unless the search area extends into its flight plan area.

(5) If the destination station locates the aircraft after the QALQ is sent, it will send a cancellation message to all recipients of the QALQ. Figure C-5 shows a sample QALQ cancellation message.

```
/B
FF KMEMYF
(DTG) KSPSYF
QALQ R12345 CNLD.
```

Figure C-5. Sample QALQ cancellation message

d. Information Requests.

(1) If the reply to the QALQ is negative or if the aircraft has not been located within 30 minutes after it becomes overdue, the destination tie-in FSS will send a numbered INREQ. The INREQ is sent to the departure station, flight watch control stations with communication outlets along the route, other FSSs along the route, ARTCCs along the route, and the RCC.

NOTE: When the aircraft reaches INREQ status, the tie-in FSS assumes control. The flight operations will provide assistance as necessary.

(2) If the stations are within 50 miles of the Great Lakes, the INREQ is also sent to the Cleveland FSS. For the Pacific, Hawaii stations will provide preliminary notification to the Honolulu SARCC as follows:

- Hilo by long-distance telephone.
- Honolulu FSS by local telephone.
- Secondary means for Hilo by Service B to the Honolulu FSS and the SARCC.

(3) All information that will assist with the search will be included in the INREQ. Figure C-6 on the next page shows a sample INREQ message.

```
/B
DD (appropriate six-character identifier and KRCCYC)
DHN001 (appropriate three-character identifiers)
INREQ R12345 UH-60 TAS 100 D1230 OZR DR RRS V521
MAI R-199 PARER DR PAM FLEXHA 1430 PILOT MAJ JOHN DOE
USAAVNC 6 POB OLIVE DRAB (any other information available).
```

Figure C-6. Sample INREQ message

(4) The RCC does not have a transmit capability. Therefore, it cannot acknowledge messages.

(5) En route stations that receive an INREQ will seek information about the aircraft by checking all flight plan area airports along the proposed flight route. They will send the information to associated terminal area facilities and will reply to the INREQ within one hour. Adjacent flight plan area airports included in the communications search will conduct a local field search to determine if the aircraft landed at their facilities. If an en route station is unable to complete the search within one hour, it will send a status report, followed by a final report when the search is completed. If the reply contains pertinent information (for example, aircraft location or position report), the en route station will send the information to the originator by a numbered message and activate the printers of all INREQ addressees.

(6) A departure station that receives an INREQ will hold it in suspense.

(7) When an addressee, the Cleveland FSS will notify the Cleveland USCG RCC. Hawaiian stations will notify the Honolulu SARCC by telephone. Figure C-7 shows sample INREQ negative reports.

(8) When the aircraft is located, the INREQ originator will send a numbered cancellation message to all INREQ addressees. The message will include the location of the aircraft. Associated terminal area facilities also will be notified. Figure C-8 shows a sample INREQ cancellation message.

```

/B
DD KLOUYF
INREQ R12345 NEG INFO.

```

or

```

/B
DD (appropriate six-letter identifiers and KRCCYC)
(DTG) KHUFYF HUF007 (appropriate three-character identifier)
INREQ R12345 OVR HUF 1355 NO OTHER INFO.

```

Figure C-7. Sample INREQ negative reports

```

/B
DD (appropriate six-character identifiers, to include KRCCYF)
(DTG) KLOUYF LOU003 (appropriate three-character identifier)
INREQ R12345 CNLD LCTD BMG.

```

Figure C-8. Sample INREQ cancellation message

e. Alert Notices.

(1) If replies to the INREQ are negative or if the aircraft is not located by the time of its calculated fuel exhaustion, whichever occurs first, the destination tie-in FSS will send an ALNOT. ALNOTs are addressed to all Service B circuits that serve the ALNOT search area, to the RCC, and to the regional operations center. If the search area is within 50 miles of the Great Lakes, the Cleveland FSS also is sent an ALNOT. (The Cleveland FSS will notify the Cleveland RCC.)

(2) The search area is normally the area that extends 50 miles on either side of the proposed route of flight from the aircraft's last reported position to the destination. However, if requested by the RCC or at the discretion of the destination station, the ALNOT may be expanded to include the maximum range of the aircraft.

NOTE: Automated FSSs require specific addressing.

(3) Messages to Alaska are addressed to PANCYG. (Only FSSs in the ALNOT search area are required to acknowledge.)

(4) All information that will assist with the search is included in the ALNOT. (The information is the same as for an INREQ plus any other information received.) Figure C-9 shows a sample ALNOT.

```
/B
SS (appropriate ARTCC circuit codes and other addressees
identified in (2) above, to include the KRCCYC)
(DTG) KORLYF
ALNOT R12345 UH-60 TAS 90 D1840 DCA 85 DR IRK
IVR RNT 2005 FLEXHA 2310 PILOT MAJ JOHN DOE USAAVNC
5 POB OLIVE DRAB (any other information available).
```

Figure C-9. Sample ALNOT

(5) Ten minutes after the ALNOT is issued, the destination tie-in FSS will call Scott AFB RCC to confirm receipt of the ALNOT and to answer any inquiries.

(6) Upon receipt of an ALNOT, each station whose flight plan area extends into the ALNOT search area will immediately conduct a communications search of those flight plan area airports that could accommodate the aircraft and that were not checked during the INREQ search. The station will send the results to associated terminal area facilities. They also will request appropriate law enforcement agencies to check airports that cannot otherwise be contacted.

(7) Within one hour after receipt of the ALNOT, the originator will be notified of the results or status of the communications search. If the reply contains pertinent information (for example, aircraft location), it will be sent to the originator by a numbered message and the printers of all ALNOT addressees will be activated. Figure C-10 shows a sample ALNOT reply message.

(8) Search assistance is requested from aircraft operating in the search area. If the overdue aircraft is equipped with an ELT, aircraft are requested to monitor 121.5 MHz. The phraseology is "Aircraft is equipped with emergency locator transmitter. All aircraft are requested to listen on 121.5 MHz for beacon transmitter."


```

/B
SS (appropriate ARTCC circuit codes and other addressees
identified in (2) above
(DTG) KJAXYF JAX004 (appropriate three-character identifier)
ALNOT R12345 ACFT LCTD OG JAX.

```

Figure C-10. Sample ALNOT reply message

(9) The ALNOT remains current until the aircraft is located or the search is suspended by the RCC. The originator of the ALNOT will then send a cancellation message to all recipients of the ALNOT. Each facility will notify all previously alerted facilities and agencies of the cancellation. Figure C-11 shows a sample ALNOT cancellation message.

```

/B
SS (appropriate ARTCC circuit codes and other addressees
identified in (2) above, to include the KRCCYC)
(DTG) KORLYF
ALNOT R12345 CNLD ACFT LCTD JAX.

```

Figure C-11. Sample ALNOT cancellation message

f. Overdue Aircraft Flight Information.

(1) When an aircraft is reported overdue, flight dispatch personnel will provide information about the aircraft to the departure FSS. Most of the required information can be taken from the flight plan and sent exactly as it appears on the plan. However, the fuel exhaustion time is not on the flight plan and must be calculated before the data is transmitted. When all the required information is known, it is sent to the departure FSS in the proper sequence.

(2) The fuel exhaustion time is the time, in hours and minutes, when the aircraft will run out of fuel. To calculate the fuel exhaustion time, flight dispatch personnel first determine the exact time that the aircraft departed its last known location (airfield). The dispatcher can do this by using Service F or Service B communications. The departure time from the aircraft's last known location is noted and the fuel on board is

added for that leg of the flight. (That is the fuel exhaustion time for that leg of the flight.) This is accomplished for each leg of the flight until the aircraft reaches final destination.

(a) Initial fuel exhaustion time. An aircraft departs Montgomery at 1215 with two hours of fuel on board. This amount of fuel will enable the aircraft to fly for two hours or until 1415. This is the initial fuel exhaustion time.

(b) Subsequent leg fuel exhaustion time. If the aircraft lands at Crestview without refueling, the flight time from Montgomery to Crestview will be calculated and subtracted from the fuel on board at departure from Montgomery. For example, an aircraft on a local flight plan departs Montgomery at 1215 and arrives at Crestview at 1315. (This means that one hour of fuel has been used.) If the aircraft departs Crestview at 1345, the new fuel exhaustion time is calculated at 1445.

g. Rescue Coordination Centers. Figure C-12 shows the telephone numbers of USCG rescue coordination centers. Figure C-13 shows the telephone numbers of the USAF rescue coordination center for the 48 contiguous states, which is in Scott AFB, Illinois. Figure C-14 shows the telephone numbers of the Alaskan air command rescue coordination center, which is in Elmendorf AFB, Alaska. Figure C-15 shows the telephone numbers of the joint rescue coordination center, which is in Honolulu, Hawaii.

Boston, Massachusetts (617) 223-3644	Long Beach, California (213) 590-2225
New York, New York (212) 668-7055	San Francisco, California (415) 437-3700
Portsmouth, Virginia (804) 398-6231	Seattle, Washington (206) 442-5886
Miami, Florida (305) 536-5611	Juneau, Alaska (907) 586-7340
New Orleans, Louisiana (504) 589-6225	Honolulu, Hawaii (808) 546-7019
Cleveland, Ohio (216) 522-3984	San Juan, Puerto Rico (809) 722-2943
St. Louis, Missouri (314) 425-4614	

Figure C-12. USCG rescue coordination centers

Commercial	(618) 256-4815
WATS	(800) 851-3051
DSN	576-4815

Figure C-13. USAF rescue coordination center

Commercial	(907) 552-5375
DSN	(317) 552-2426

Figure C-14. Alaskan air command rescue coordination center

Commercial	(808) 531-1112
DSN	(315) 421-4845

Figure C-15. Honolulu joint rescue coordination center**h. Pilot Responsibility.**

(1) ARTCCs and FSSs will alert the SAR facilities when information is received from any source that an aircraft is in difficulty, overdue, or missing. A filed flight plan is the most timely and effective indicator that an aircraft is overdue. Flight plan information is invaluable to SAR forces for the planning and execution of search activities.

(2) Before departing on a flight, local or otherwise, the pilot will advise someone at the departure point of his destination and flight route, if it is not direct. Search efforts are often wasted and rescue is often delayed because pilots thoughtlessly take off without telling anyone where they are going.

(3) The life expectancy of an injured survivor decreases as much as 80 percent during the first 24 hours. The chance of survival for uninjured personnel rapidly diminishes after the first three days.

i. Hazardous Area Search and Rescue Services. When lake, island, mountain, or swamp reporting service has been established and a pilot requests the service, contact is made every 10 minutes (or at designated position checkpoints) with the aircraft while it is crossing a hazardous area. If contact with the aircraft is lost for more than 15 minutes, SAR facilities are alerted.

NOTE: Hazardous area reporting service and chart depictions are published in the AIM, basic flight information publications, and local ATC publications.

j. VFR Search and Rescue Protection. Military and civilian pilots are required to file a VFR flight plan with the airfield base operations or at an FAA FSS. For maximum protection, the pilot should file only to the point of first intended landing and refile for each leg to the final destination. When a lengthy flight plan is filed with several stops en route and an ETE to the final destination, a mishap could occur on any leg of the flight. Unless other information is received, a search will be initiated only after 30 minutes have elapsed after the aircraft's ETA at the final destination.

NOTE: The AIM contains more information about the emergency services available to pilots.

k. Emergency Locator Transmitters.

(1) ELTs are battery operated and emit a distinctive downward swept audio tone on 121.5 MHz and 243.0 MHz. When "armed" and subjected to crash-generated forces, they are designed to automatically activate and continuously emit these signals. ELTs will operate continuously for at least 48 hours over a wide temperature range. A properly installed and maintained ELT can expedite search and rescue activities.

(2) FAR, Part 91, authorizes the operational ground testing of ELTs during the first five minutes of each hour. If operational tests must be conducted outside this time frame, coordination must be made with the base operations or the control tower. Tests should be no longer than three audible sweeps.

(3) Caution should be exercised to prevent the inadvertent activation of ELTs in the air or while ELTs are being handled on the ground. Accidental or unauthorized activation will generate an emergency signal that cannot be distinguished from the real thing, leading to expensive and frustrating searches. The AIM and FAA Handbook 7110.10 contain additional information on emergency locator transmitters.



4

4



4

4



APPENDIX D**FLIGHT INFORMATION PUBLICATIONS AND RELATED AERONAUTICAL PRODUCTS**

Aircrews must have current flight information publications to operate safely and in accordance with Army regulations. However, it is not Army policy to provide each aviator with his own set of FLIPs. Also, the Department of Defense cannot afford to provide every organization with worldwide coverage for contingency or deployment purposes. The quantities and selection of publications must be limited to that required to meet realistic mission needs. Procedures are available for unusual or short-notice situations that require the use of additional flight information publications on an as-needed basis.

D-1. ACCOUNT MANAGER RESPONSIBILITIES

The operations element must ensure that required publications are available for use by aircrews. The publications must be available not only for normal, everyday operations but also for unusual situations to include deployments. The unit FLIP account manager function normally is assigned as an additional duty. To effectively perform this duty, the unit FLIP account manager must become familiar with AR 95-2; the DMA Catalog of Maps, Charts, and Related Products, Part 1 - Aerospace Products, Volume I; and the DOD FLIP General Planning. If the FLIP account supports an ATC unit, the account manager also must become familiar with TC 95-93.

D-2. DISTRIBUTION CYCLES

a. The distribution frequency for most FLIPs is based on a 56-day cycle. Some change notices to basic publications are issued every 28 days. However, some basic products are published every 4 weeks and others are only published every 32 weeks. Although the publication cycle for FLIPs is subject to change, it does not happen often. The FLIP GP, Chapter 11, provides an easy-to-read, quick reference guide to the publication and distribution cycles for all FLIPs. Critical changes to FLIPs that require immediate distribution to the field are published in urgent change notices. UCNs are only published as needed and are sent to account holders automatically.

b. United States sectionals (maps) and terminal area charts are scheduled for publication on a 180-day cycle. Other maps and charts may be published on different cycles. The FLIP account manager must know the scheduled effective date of products used by the unit. All publications should be received before their effective date. Shipment discrepancies, such as shortages, must be reported immediately to the appropriate AD account manager so that replacement publications can be sent as soon as possible. Direct contact with a DMA office is not authorized.

D-3. ACCOUNT ESTABLISHMENT

a. The process used to establish a FLIP account is the same as that used to accomplish the required annual validation of an account. The following steps are used in the process:

(1) The organization's normal geographical area of operation is defined. This does not include scheduled or anticipated deployments to training areas such as the National Training Center. It refers only to the area where the unit routinely flies to accomplish its mission.

(2) Each section of the DMA catalog of aeronautical products is reviewed to identify the FLIP and FLIP-related products needed by the unit. The operations officer can assist in identifying the requirements. If classified publications are required, a statement by the unit's security manager that describes the classified storage level must accompany the request. Figure D-1 shows a sample of this memorandum.

(3) The quantities of FLIP and FLIP-related products authorized are established in accordance with the BOI (Table 12-1 and Figures 12-1, 12-2, and 12-3) in AR 95-2. The BOI table and figures are calculated on the basis of these criteria:

(a) The number of operations/flight planning areas to be supported.

(b) The number of assigned IFR and VFR rated aircraft to be supported. Of these, the number of aircraft that require low-altitude and high-altitude products.

(c) The number of instrument flight examiners authorized.

(d) The number and type of ATC elements supported and the number of controllers assigned. (TC 95-93 lists the publications required by each type of ATC facility.)

DEPARTMENT OF THE ARMY
22d Aviation Regiment
2d Battalion
Fort Rucker, Alabama 36362-5112

ATZQ-AV (95-2)

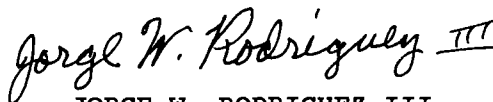
28 September 1992

MEMORANDUM FOR Director, US Army Aeronautical Services Agency, ATTN:
MOAS-AI, Cameron Station, Alexandria, VA 22304-5050

SUBJECT: Classified Material Storage

1. Our organization has the capability to store classified material up to and including SECRET.
2. The POC is SFC Green, DSN: 558-1123/1124.

FOR THE COMMANDER:



JORGE W. RODRIGUEZ III
MAJ, MI
S2

Figure D-1. Sample classified material storage memorandum

(e) The number of aviators authorized. (This number is only used to establish the requirement for flight information handbooks.)

(4) Once the requirements have been established by product and quantity, a memorandum is submitted to the appropriate AD account manager for review and approval. Figure D-2, which starts on the next page, shows a sample memorandum. All information required by AR 95-2 is included in the memorandum. Normally, the establishment of a new account should be forwarded to the AD account manager 90 to 120 days before activation of the FLIP account. Requested changes to established FLIP accounts also should follow this guidance, if possible. The AD manager can be contacted by telephone, message, or memorandum for assistance in establishing a FLIP account.

b. Once a FLIP account has been established, a printout will be received from the DMA. The printout will list the unit's activity address code and the products required. Figure D-3 shows a sample printout of FLIP products. The printout should be reviewed immediately to ensure that required products are listed and that the quantities are correct.

c. The DMA reviews each account annually to revalidate FLIP and FLIP-related requirements. The same process described in a above is used to confirm or change requirements and quantities. AR 95-2 has detailed guidance on when and how to complete the survey.

DEPARTMENT OF THE ARMY
22d Aviation Regiment
2d Battalion
Fort Rucker, Alabama 36362-5112

ATZQ-AV (95-2)

1 October 1992

MEMORANDUM FOR Director, US Army Aeronautical Services Agency, ATTN:
MOAS-AI, Cameron Station, Alexandria, VA 22304-5050

SUBJECT: Request to Establish a Flight Information Publication (FLIP)
Automatic Distribution (AD) Account

1. We request that a FLIP and FLIP-related products AD account be established for our organization.
2. The following information is submitted in accordance with AR 95-2:
 - a. The POC is SFC Johnson, Commercial: (205) 255-1234/2345; DSN: 558-0011/0012.
 - b. 22d Aviation Regiment, 2d Battalion
ATTN: ATZQ-AV
Fort Rucker, AL 36362-5112
 - c. Two UH-60s, three OH-58Ds, and eight AH-64s.
 - d. Southeastern United States, Caribbean, and South America.
 - e. Stock numbers and quantities are enclosed.
 - f. The inability to pass publications from one crew position to the other in the AH-64 necessitates two sets of publications for each of our eight AH-64s.

Figure D-2. Sample request to establish a FLIP account

ATZQ-AV

SUBJECT: Request to Establish a Flight Information Publication (FLIP) Automatic Distribution (AD) Account

g. This organization's contingency mission may require deployment to foreign countries. Therefore, the security information in the Classified Supplement to the Foreign Clearance Guide is required to successfully accomplish our mission. A memorandum signed by our security officer is enclosed to verify our capability to store up to and including SECRET material.

h. The overseas items requested are for contingency planning purposes only as the quantities requested indicate.

i. This account will support one tactical ATC tower and one tactical GCA with a total of 25 controllers assigned.

j. Our DODAAC is W2592J.

k. We are authorized two instrument flight examiners and 28 aviators.

3. Our organization will begin operations on or about 1 January 1993. We are requesting initial distribution and activation of our account NLT 15 December 1992.

FOR THE COMMANDER:

William T. Thacker

Encls

WILLIAM T. THACKER
MSG
Operations NCOIC

2

Figure D-2. Sample request to establish a FLIP account (continued)

PRODUCT	QUANTITY	PRODUCT	QUANTITY
CATP1VOL1	1	FAATP711010	3
CATP3VOL1	1	FAATP711065	8
CATP1CHUM	1	FAATP734001	2
TERPS MANUAL	1	FAATP735005	2
		FAATP740002	2

Figure D-3. Sample FLIP products printout

FAAIMALL	1		
FAAIMFLTINFO	4	FAATP820001	1
FAAIMNOTAM		FAATP826003	1
FCGXXNSA	1	FAFARPT065	2
FCGXXCSALL	1	FAFARPT091	1
		FAFARPT093	1
OTHERS:		FAFARPT105	1
AIRALMANAC	1		
TERPS	1		
SECTIONALS			
	QUANTITY		QUANTITY
SECXXATLANTA	10	SECXXHOUSTON	10
SECXXBROWNSVILLE	10	SECXXJAXSONVILLE	45
SECXXCHARLOTTE	10	SECXXMEMPHIS	10
SECXXMIAMI	45	SECXXSANANTONIO	10
SECXXNEWORLEANS	2		
TERMINAL AREA CHARTS			
	QUANTITY		QUANTITY
VFRTAATLANTA	10	VFRTANEWO	10
VFRTAMIAMI	45	VFRTATAMPORLAND	45
*HELICOPTER CHART			
	QUANTITY		
HELOGULFUSVFR	45		
AID			
	QUANTITY		
PLANNING			
PLANXGP		5	
PLANXAP1SET		5	
PLANXAP1		5	
PLANXAP1A		5	
PLANXAP1B		5	
PLANXAP1BBOOK		5	
PLANXAP1BCHTS		5	
PLANXWPIVUS		2	
ENRXXFLTIHBK		32	

Figure D-3. Sample FLIP products printout (continued)

	AID
	QUANTITY
CARIBBEAN AND SOUTH AMERICA	
ENRXXCSALSET	2
ENRXXCSALCHT01	2
ENRXXCSALCHT03	2
ENRXXCSALCHT05	2
ENRXXCSALCHT07	2
ENRXXCSALCHT09	2
ENRXXCSALCHT11	2
ENRXXCSALCHT13	2
ENRXXCSALCHT15	2
ENRXXCSALCHT17	2
ENRXXCSLA1	2
ENRXXCSASUP	2
ENRXXCSAHLIAP	2
UNITED STATES	
ENRXXUSLSET	5
ENRXXUSLCHT01	5
ENRXXUSLCHT03	5
ENRXXUSLCHT05	5
ENRXXUSLCHT07	5
ENRXXUSLCHT09	5
ENRXXUSLCHT11	5
ENRXXUSLCHT13	10
ENRXXUSLCHT15	10
ENRXXUSLCHT17	25
ENRXXUSLCHT19	25
ENRXXUSLCHT21	10
ENRXXUSLCHT23	5
ENRXXUSLCHT25	5
ENRXXUSLCHT27	10
ENRXXUSLCHTAA1	25
ENRXXUSIFRSP	25
ENRXXUSVFRSP	25
TERMXXSIDSTARE	5
TERMXXSIDSTARW	2
TERMXUSLIAP	3
TERMXUSLIAPV01	3
TERMXUSLIAPV02	3
TERMXUSLIAPV03	3
TERMXUSLIAPV04	3

Figure D-3. Sample FLIP products printout (continued)

	AID
	QUANTITY
TERMXUSLIAPV05	3
TERMXUSLIAPV06	3
TERMXUSLIAPV07	3
TERMXUSLIAPV08	3
TERMXUSLIAPV09	3
TERMXUSLIAPV10	3
TERMXUSLIAPV11	25
TERMXUSLIAPV12	25
TERMXUSLIAPT	25
NOS PRODUCTS	
ENRXXAFDUSNE	1
ENRXXAFDUSSE	3
ENRXXAFDUSEC	1
ENRXXAFDUSNC	1
ENRXXAFDUSSC	1
ENRXXAFDUSNW	1
ENRXXAFDUSSW	1

Figure D-3. Sample FLIP products printout (continued)

D-4. ONE-TIME REQUESTS

a. One-time requests for FLIP and FLIP-related products should be submitted to the appropriate Army AD account manager in sufficient time to ensure the availability and receipt of the publications. Requests are submitted for additional publications at least 60 to 90 days before a unit's scheduled deployment. Figure D-4 shows a sample one-time request for FLIP products. Requests received within 30 days of a unit's deployment are considered emergency requests and should be avoided. Emergency requests are expensive and do not guarantee the availability of all publications in the time required.

b. The information listed below is provided to the appropriate AD account manager. It must be complete and accurate to ensure that the required publications are received as requested.

- (1) The organization's activity address code.
- (2) The date the organization requires the publications for mission planning.
- (3) The scheduled deployment date and scheduled date of return to home station.
- (4) The total number of aircraft deploying by type.

(5) A list of publications by DMA stock number and the quantities required. (Only those publications and quantities that are not already being received through automatic distribution are listed.)

(6) Point of contact with telephone numbers.

DEPARTMENT OF THE ARMY
22d Aviation Regiment
2d Battalion
Fort Rucker, Alabama 36362-5112

ATZQ-AV (95-2)

6 January 1993

MEMORANDUM FOR Director, US Army Aeronautical Services Agency, ATTN:
MOAS-AI, Cameron Station, Alexandria, VA 22304-5050

SUBJECT: One-Time Request for Flight Information Publication (FLIP)
Products

1. We request that a one-time shipment of FLIP products arrive at our location NLT 8 March 1993 for mission planning. The following information is provided:

a. Our DODAAC is W2592J.

b. We will be self-deploying one UH-60, two OH-58Ds, and six AH-64s on 15 March 1993 with a scheduled redeployment date of 21 April 1993.

c. In addition to what we are already receiving, we need the publications and quantities listed below.

<u>DMA Stock Number</u>	<u>Quantity</u>
SECXXMEMPHIS	9
SECXXDALLASFTW	16
SECXXATLANTA	9
SECXXNEWORLEANS	9
ENRXXUSLCHT13	9
TERMXUSLIAPV05	16

2. The POC is SFC Johnson, Commercial: (205) 255-1234/2345; DSN: 558-0011/0012.

FOR THE COMMANDER:

William T. Thacker

WILLIAM T. THACKER
MSG
Operations NCOIC

Figure D-4. Sample one-time request for FLIP products



2

2



2

2



APPENDIX E**POSITION RESPONSIBILITY TRANSFER**

The transfer of position responsibility will be accomplished according to this appendix and the appropriate facility directives. This appendix describes the step-by-step process for conducting a position-relief briefing and transferring position responsibility from one specialist to another.

E-1. DISCUSSION

a. The increase in traffic density and the need to move air traffic quickly without compromising safety makes the position-relief process vitally important. The contents, methods, and practices used to conduct the position relief and position-relief briefing vary among personnel; therefore, pertinent information is often forgotten or incomplete. Major problems occur when personnel rely on memory rather than established routines or systematic reminders.

b. Position relief increases the work load of specialists at the time the relief is conducted. The intent of this appendix is to make the process of transferring position responsibility and information smooth and complete. The method described takes advantage of a self-briefing concept. To begin the relief process, the relieving specialist obtains needed information from the status information areas. Up-to-the-minute flight service information requires the specialists to communicate verbally during the relief process. This method also specifies the time when the transfer of position responsibility will occur.

E-2. TERMS

The terms used in this appendix are defined as follows:

a. **Status information areas**--manual or automatic displays of the current status of position-related equipment and operational conditions or procedures.

b. **Written notes**--manually recorded items of information about the position of operation that are kept at designated locations (an element of status information areas).

c. **Checklist**--an ordered listing of items covered during a position relief.

E-3. PRECAUTIONS

Specialists involved in the position-relief process should not rush or be influenced to rush. During the position operation, each item of status information which is or may be an operational factor for the relieving specialist should be recorded as soon as possible. Extra care should be taken when more than one specialist relieves or is relieved from a position at the same time.

E-4. RESPONSIBILITIES

a. The specialist being relieved is responsible for ensuring that any pertinent status information of which he is aware is relayed to the relieving specialist. He must ensure that this information is accurately displayed in the status information areas for which he has responsibility or that it is relayed to the position that is responsible for accurately displaying it.

b. Before the relieving specialist accepts responsibility for the position, he must ensure that all problems pertaining to the operation of the position are resolved. The relieving specialist and the specialist being relieved share equal responsibility for the completeness and accuracy of the position-relief briefing. The specialists engaged in a position relief will conduct the relief process at the position being relieved unless other procedures have been established and authorized by the facility air traffic manager.

E-5. POSITION-RELIEF PROCESS

a. Position Review. The relieving specialist--

(1) Follows the checklist and reviews the status information areas. (This step may be replaced by an authorized pre-position briefing if an equivalent review of the checklist items is completed.)

(2) Observes the position equipment, the operational situation, and the work environment.

(3) Listens to voice communications and observes other operational actions.

(4) Observes current and pending aircraft and vehicular traffic and correlates that information with flight and other movement information.

(5) Indicates to the specialist being relieved that the position has been previewed and that the verbal briefing may begin.

b. **Verbal Briefing.** The specialist being relieved will brief the relieving specialist about the status of items not displayed in the status information areas. He also will brief the relieving specialist about any items of special interest that require a verbal explanation or an additional discussion. The specialist being relieved will brief the relieving specialist about the traffic, if applicable. The relieving specialist may ask questions to ensure a complete understanding of the situation, and the specialist being relieved must provide complete answers to these questions.

c. **Position Responsibility Assumption.** The relieving specialist will make a statement or otherwise indicate to the specialist being relieved that position responsibility has been assumed. Then the specialist being relieved will release the position to the relieving specialist.

(1) **Relieving specialist.** The relieving specialist--

(a) Signs the position on unless a facility directive authorizes the specialist being relieved to perform this function.

(b) Checks, verifies, and updates the information obtained in a and b above.

(2) **Specialist being relieved.** The specialist being relieved--

(a) Reviews the checklist, status information areas, written notes, and other sources of information and advises the relieving specialist of known omissions, updates, or inaccuracies.

(b) Observes the overall position operation to determine if assistance is needed.

(c) Provides or summons assistance, if needed.

(d) Advises the appropriate position regarding known status information area omissions, updates, or inaccuracies.

(e) Signs the relieving specialist on the position, if appropriate.

(f) Signs the position off according to existing directives or otherwise indicates that the relief process is complete.



4

5



6

7



APPENDIX F

SERVICE B SYSTEM

The Service B system connects military base operations to the host ARTCC. Personnel prepare Service B messages on the display screen. They may transmit the messages or use the tape unit to prepare the messages and then transmit them from the display screen. Figure F-1 explains the procedures for Service B messages. Figure F-2 on page F-5 shows examples of Service B messages.

1. Listing of Service B Message Elements.
 - a. /B (start of Service B message command).
 - b. NEW LINE.
 - c. Two-character precedence identifier: SS, DD, FF, or GG.
 - d. SPACE.
 - e. ICAO routing identifier or identifiers for each addressee.
 - f. NEW LINE.
 - g. Six-character, date-time group (for example, 041035).
 - h. SPACE.
 - i. ICAO routing indicator of originator.
 - j. NEW LINE.
 - k. Message data in proper format.
2. Preparing and Sending a Service B Message to AFTN From CRT (Without Tape Unit).
 - a. Be sure light in ON-LINE key of CRT is off.
 - b. Be sure Tape Unit switch is on LINE.

Figure F-1. Procedures for Service B messages

- c. Depress CTRL and CLEAR keys at the same time to clear the screen.
 - d. Prepare flight plan, beginning with /B command.
 - e. Use keys on CRT as necessary to edit the message.
 - f. With the cursor next to the last character of the message, depress the ENTER key. (TRANSMITTED will appear on the screen when the message is received by AFTN GS-200.)
3. Preparing and Storing a Message on Tape (if no Other Messages are on Tape).
- a. Be sure there are no other messages on the tape.
 - b. Prepare message on the CRT screen, beginning with /B.
 - c. Place Tape Unit switch on TAPE.
 - d. Be sure light in ON-LINE key is off, and depress F6 (Rewind Tape) function key.
 - e. Place cursor immediately after the last character of the message on the screen.
 - f. Depress F1 (Write File) function key. (The Write Mode indicator will flash.)
 - g. Depress the ENTER key. (Cursor scans message; Busy, Write Mode, and Receive From CRT indicator lights come on.)
 - h. When the cursor returns to the end of the message being stored, depress F3 (Stop) function key. (This puts the End-of-Message marker on tape.)
4. Preparing and Storing a Message on Tape (When Other Messages are on Tape).
- a. Prepare message on CRT in proper format, beginning with /B.
 - b. Depress the NEW LINE key three or four times to place the cursor below the new message.
 - c. Place Tape Unit switch on TAPE.
 - d. Be sure light in ON-LINE key is off.
 - e. Locate the last message on tape by displaying that message on the screen. (Displayed messages will appear following the cursor.) To locate the last message, use one of the procedures in 5c below.

Figure F-1. Procedures for Service B messages (continued)

f. After locating and displaying the last message on tape, move the cursor to a position immediately after the last character of the new message to be stored on tape.

g. Depress F1 (Write File) function key.

h. Depress the ENTER key.

i. When the cursor returns to the end of message being stored, depress F3 (Stop) function key.

5. Sending Messages From the Tape to AFTN.

a. Be sure light in ON-LINE key of CRT is off and Tape Unit switch is on TAPE.

b. Depress CTRL and CLEAR keys at the same time to clear the screen.

c. Use one of the procedures below to search for or display the message to be transmitted.

(1) Searching for a message on the tape.

(a) Depress F9 (Find File) function key, and then depress the ON-LINE key of the CRT.

(b) Type in three-digit number, identifying the position of the message on tape.

(c) Depress the ON-LINE key of the CRT.

(d) Depress F2 (Read File) function key, and then quickly depress the ON-LINE key of the CRT.

(2) Displaying a message from the tape.

(a) Depress F6 (Rewind Tape) function key.

(b) Depress F2 (Read File) function key, and then quickly depress the ON-LINE key.

d. If there are more messages to transmit, repeat steps a through c above.

6. Displaying Messages From the Tape Sequentially.

a. Be sure light in ON-LINE key is off, and then depress F6 (Rewind Tape) function key.

b. Depress F2 (Read File) function key, and then quickly depress the ON-LINE key. (The first message on tape will be displayed on the screen.)

Figure F-1. Procedures for Service B messages (continued)

- c. To display the next message--
 - (1) Depress the ON-LINE key until the light goes off.
 - (2) Depress F2 (Read File) function key, and then quickly depress the ON-LINE key.
 - d. To skip the next message and display the following one--
 - (1) Depress the ON-LINE key until the light goes off.
 - (2) Depress F5 (Skip File) function key.
 - (3) Depress F2 (Read File) function key, and then quickly depress the ON-LINE key.
 - e. To back up and display the previous message--
 - (1) Depress the ON-LINE key until the light goes off.
 - (2) Depress F4 (Rewind File) function key.
 - (3) Depress F2 (Read File) function key, and then quickly depress the ON-LINE key.
7. Searching for Specific Messages to Display.
- a. Be sure light in the ON-LINE key is off, and depress F9 (Find File) function key.
 - b. Depress the ON-LINE key until the light comes on.
 - c. Type in three-digit number to identify the position of the message on tape.
 - d. When the system locates the message, the Receive From CRT light will flash and the CRT will beep.
 - e. Depress the ON-LINE key until the light goes off.
 - f. Depress F2 (Read File) function key, and then quickly depress the ON-LINE key. (The message will be displayed on the screen.)
 - g. If the desired message is not displayed, repeat steps a through f above.
8. Printing Copies of Messages Being Transmitted. Depress CTRL and PRINT keys at the same time to print outgoing messages as they are transmitted.

Figure F-1. Procedures for Service B messages (continued)

Example of ICAO Flight Plan

/B
 FF KZJXZQ KZMAZO MUHAZQ MHTGZQ
 291326 KCHSYX
 ZCJ
 (FPL M664-IM
 -C141/H-SI/C
 -KCHS15// KZHU1633 MUHA1649
 -/435F33/ UA9 A9 UA9 TBG
 -MBH/1915
 -REG/A40644 OPR/USAF STS/HAZ CARGO)

Example of IFR Flight Plan

/B
 FF KZDCZQ
 28153/ KADWYX
 ZCW
 ADW153///2 FP E116 C9/A 46/ ADW P132/ 31/
 ADW..9LQ..PSB.J59.SYR.J29.PLB..VAL172/15..PBG

Figure F-2. Examples of Service B messages



2

3



4

5



APPENDIX G**RESTRICTED AREA USAGE FOR NATO MILITARY AIRCRAFT**

This appendix implements portions of STANAG 2952.

This appendix standardizes the procedures for granting the use of restricted areas by NATO military aircraft as a result of an in-flight emergency or through bilateral agreements. Restricted areas may be used when a request is sent through diplomatic or NATO channels by the visiting nation or NATO command.

G-1. AGREEMENT

NATO nations have agreed that their military airfields may be used by the military aircraft of participating nations or other NATO nations. When a request for use of a restricted area is received, appropriate physical security measures are taken to preserve the security of the aircraft, classified components, and classified material on board. Participating nations also have agreed that in certain cases visiting aircraft commanders, in close cooperation with the national authorities, may restrict access to the aircraft cockpit or the aircraft to crew members only. This does not exclude necessary action to be taken by national authorities in the case of acute danger.

G-2. DEFINITIONS

The following terms and definitions are used for the purpose of this agreement:

a. **Aircraft**--air vehicles including fixed wing, rotary wing, and dirigible-type airships and balloons.

b. **Aircraft commander**--the aircrew member designated by competent authority as being in command of an aircraft and responsible for its safe operation and accomplishment of the assigned mission.

c. **Authorized personnel**--those personnel approved by the aircraft commander in close cooperation with national authorities who have a need to approach and/or have access to the aircraft.

d. Physical security--those measures deemed necessary by the host nation to preserve the security of the restricted area and, thereby, the aircraft, its classified components, and classified material on board.

e. Restricted area--an area under military jurisdiction in which special security measures are employed to prevent unauthorized entry.

G-3. RESTRICTED AREA CRITERIA

The perimeter of the restricted area will be clearly marked and protected. All entry and exit points will be controlled in accordance with the security procedures of the host nation. Only those persons designated as authorized personnel will be permitted to enter and leave the restricted area.

G-4. PROCEDURES

Under normal circumstances, the physical security measures provided by NATO nations at their own airfields for their own aircraft are sufficient protection for visiting aircraft. Therefore requests for restricted areas should not be the norm.

a. Notification.

(1) The host nation must be contacted through diplomatic or NATO channels a minimum of 48 hours in advance with the request for a restricted area for a visiting aircraft. After approval is received from the host nation, the abbreviation RAR (restricted area required) will be inserted in field number 18 of the NATO flight plan or block 18 of the ICAO flight plan.

(2) In case of an in-flight emergency, the aerodrome of landing will be informed by radio (if possible) of the requirement for a restricted area as soon as possible.

(3) Bilateral agreements may exist between NATO nations which negate the need to notify them through diplomatic or NATO channels. In these cases, the abbreviation RAR will be inserted in field 18 or block 18 of the flight plan and the aerodrome of landing informed by radio as soon as possible.

b. Access Control.

(1) The host nation will provide the restricted area and the personnel necessary to protect it. It also will ensure that only authorized personnel enter and leave the area.

(2) If required by the aircraft commander, the host nation will provide (when possible) secure storage for any classified equipment and material that the aircraft commander wants removed from the restricted area.

(3) If the aircraft is carrying sensitive material and access to the restricted area is restricted to the aircrew only, the aircraft commander may provide an aircrew member to remain in or near the aircraft.

(4) If an escort is necessary for personnel without the appropriate security clearance, the aircraft commander may provide an aircrew member or, in consultation with the host nation, may approve personnel with the appropriate security clearance from the host nation to conduct escort duties.

G-5. IMPLEMENTATION

The procedures in the paragraphs above pertain to those airfields where restrictions to aircraft apply. The procedures will be implemented when the appropriate orders or instructions for their adoption have been issued to the forces concerned.



1

2



3

4



APPENDIX H

AIRCREW MISSION BRIEFING

Figure H-1 gives the instructions for completing an aircrew mission briefing. Figure H-2 on pages H-5 and H-6 shows a sample of a completed DA Form 5484-R.

The briefing format may be accomplished by telephonic or other means, provided all applicable elements are addressed and recorded by both parties to the briefing. Those elements of the mission briefing that do not apply to the specific mission may be marked "NA."

BRIEFING. The briefer uses the briefing to ensure that all pertinent mission information is provided to the aircrews participating in the mission. The briefer must be an officer in the chain of command or the operations officer.

1. **Situation.** Enter a brief description of the threat, friendly units, and attachments or detachments. Reference the OPORD if desired.

2. **Mission.*** Enter a clear, concise statement of the mission to be accomplished; include who, what, when, and where.

3. **Execution.**

a. Check block for each type of mission to be flown. Use Other block for any mission not listed; for example, orientation flight.*

b. Check block for each flight condition under which the crew is authorized to fly during the mission. Use Other block for any condition not listed.*

c. Check block for each flight mode authorized. No entry is required if these flight modes are not authorized for the mission.*

d. Enter appropriate movement techniques.

e. List aircraft type and tail number, PC seat location, and all designated crew members for each aircraft in the flight. The last column may be used to list additional crew members or passengers.*

*Items mandatory for all flights.

Figure H-1. Instructions for completing an aircrew mission briefing

f. List special items of equipment that are required to support the mission. If none, state "none."*

g. Enter the authorized number of passengers, amount and general type of cargo, and amount and type of ammunition. Unless specifically restricted by the briefer or established directives, changes in passengers or loads do not constitute significant changes to the mission.

h. Enter the route of flight.

i. Enter any mission restrictions, such as flight time, airspeed, obstacle clearance altitudes, and avoidance areas, that are not already covered in DOD FLIPs, other publications (for example, SOP), or directives.

j. Enter any special safety considerations not specified elsewhere. If none, state "none."*

4. Service Support. Enter all locations and instructions for itemized logistics support. Include refuel and rearm location, ration support, assembly area, bivouac or remain overnight locations, and maintenance support.

5. Command and Signal.

a. Enter the name of the air mission commander for flights of two or more aircraft. Check block or blocks for command or support relationships in effect for the mission, and designate the supported unit.*

b. List only special frequencies required for the mission that are not already listed in publications required for the mission; for example, signal operation instructions and DOD FLIPs.

6. Additional Remarks. Enter remarks, as needed, to expand information in support of the mission stated in 1 through 5 above.

MISSION BRIEF-BACK. The pilot in command or the air mission commander uses the brief-back to acknowledge the aircrew mission briefing or to outline changes made necessary by the premission planning. The brief-back must be accomplished before aircrews depart on the mission.

1. Mission.*

a. Check block if appropriate.

b. Complete if a above does not apply.

2. Premission Planning.* Confirm that premission planning requirements are completed. Verify that the mission can be accomplished within applicable regulations and that aircraft are properly equipped and ready to perform the mission. If it is practical, aircrews should keep mission

Figure H-1. Instructions for completing an aircrew mission briefing (continued)

briefers informed of any changes in the premission planning data. When it is not practical to provide continuous updates, crews need not inform the mission briefer of changes in the premission planning data unless those changes cause a deviation from any restrictions placed on the crew. Examples are standby missions, such as a medical evacuation, in which aircrews are required to be detached from their parent unit when neither a member of the chain of command nor the operations officer is readily available. Check blocks to verify that weather, NOTAMs, aircraft performance data, and crew status have been evaluated for the mission. Also, check blocks to verify that crew endurance is within the limits for the entire mission and that the crews are qualified and current.

3. Passengers/Cargo/Ammunition. Check blocks to verify that the loads are as briefed and that the passenger manifest is on file.

4. Flight Routes.* Enter the route of flight. If the specific route of flight is already listed on the flight plan, enter "as filed."

5. Refueling Arrangements. Enter refueling points if other than home station or unit refueling sites.

6. Remarks. Enter remarks as needed. May expand or clarify any items in 1 through 5 above.

POSTMISSION DEBRIEF. The pilot in command or the air mission commander uses the postmission debrief to report the after-action status of the mission, aircraft, and crew.

1. Mission Status.* Check block or blocks as appropriate.

2. PIREPs. Enter any unforecasted weather encountered during the mission.

3. Crew Endurance Status.* Enter crew endurance status upon mission completion.

4. Aircraft Status. Enter status of aircraft maintenance*, fuel*, ammunition, and avionics.*

5. Remarks. Enter remarks to expand any entry in 1 above if needed. (May also address other subjects in 2 through 4 above.)

NOTES:

1. DA Form 5484-R is not intended to replace the air mission commander's briefings in FM 1-400 and TC 1-201 nor is it intended to replace detailed OPORDs.

2. Knowledge of information on DA Form 5484-R does not relieve the pilot in command of the requirement to know applicable regulations, policies, and SOPs.

Figure H-1. Instructions for completing an aircrew mission briefing (continued)

3. Briefings are accomplished by designated individuals and will include signatures. This briefing format is provided for the commander's use. Unit-developed briefing forms may be used as long as all mandatory items are covered.

4. Briefing forms serve as a record of the required briefings. At a minimum, they are maintained on file until the end of the month following the month in which the mission is flown.

5. To execute the mission briefing when aircrews are separated from their parent units, supporting and supported unit commanders will coordinate and designate command relationships. As long as there are no significant changes to the mission, mission briefings are not required for each sortie flown during an operation.

Figure H-1. Instructions for completing an aircrew mission briefing (continued)

AIRCREW MISSION BRIEFING

For use of this form, see AR 95-1; the proponent agency is DCSOPS.

 UNIT D/229
 DATE 25 Jan 93
 MSN NO. 1-103

BRIEFING

1. SITUATION.

- a. Threat: Platoon-size force (30 individuals) small arms and SA-7s
 b. Friendly Units: Combined unit Air Assault
 c. Attachments/Detachments: 229th Avn Regt, 2d Bn

*2. MISSION. Neutralize enemy position and provide air cover for northern section of airport

3. EXECUTION.

- *a. Mission Type: ☒ TAC ☐ TNG ☐ ADMIN ☐ MAINT ☐ MED ☐ Other _____
 *b. Authorized Conditions: ☒ DAY ☐ N ☐ VMC ☐ IMC ☐ DG ☐ NG ☐ HOOD ☐ Other _____
 *c. Authorized Flight Modes: ☒ Formation ☒ Low-Level ☒ Contour ☒ NOE
 *d. Movement Techniques: As Necessary
 *e. Aircraft/Crews:

TYPE/TAIL #	PC/SEAT	CP	CE
(1) <u>AH-1/20-16352</u>	<u>R. Jones</u>	<u>T. Frank</u>	
(2) <u>AH-1/68-19486</u>	<u>C. Lewis</u>	<u>M. Tiet</u>	
(3) <u>AH-1/76-17777</u>	<u>L. Smith</u>	<u>S. Skip</u>	
(4) <u>AH-1/76-12323</u>	<u>M. Byler</u>	<u>R. Block</u>	

(Attach additional sheets as required.)

- *f. Special Mission Equipment: NA
 g. Authorized Loads: Passengers NA Cargo NA Ammunition Yes
 h. Flight Route: PZ is Green Ramp (FK207668), ACP Penguin (FK139711), ACP Dodo (FK134760), LZ is Mike (FK161771)
 i. Mission Restrictions: None
 *j. Safety Considerations: None

4. SERVICE SUPPORT.

- a. Refuel/Rearm Location: NA
 b. Ration Support: NA
 c. Assembly Area/Bivouac/Remain Overnight Locations: NA
 d. Maintenance Support: NA

5. COMMAND AND SIGNAL.

- *a. Command: (1) Air mission commander CPT R. Jones
 (2) Command or support relationships to supported unit:
☐ Attached ☒ OPCON ☐ DS ☐ GS to: Task Force Phoenix
 b. Signal (except published frequencies): _____

6. ADDITIONAL REMARKS. After neutralizing enemy position at (FK161771) LZ Mike, provide air cover for northern section of airfield along Hwy 27. Destroy any enemy on or north of Hwy 27. HIRTA briefed.

Raymond Shiminowski
 (Briefer's Signature)

*Mandatory for all flights

DA FORM 5484-R, NOV 85

Figure H-2. Sample of a completed DA Form 5484-R

MISSION BRIEF-BACK***1. MISSION.**

- a. ☒ Mission can be accomplished as briefed.
 b. Identify required deviations from mission: None

2. PREMISSION PLANNING.

- *a. Weather. ☒ *b. Performance Planning. ☒
 *c. NOTAM. ☒ *d. Crew Status.
 (1) Crew endurance. ☒
 (2) Qualified and current. ☒

3. PASSENGERS/CARGO/AMMUNITION.

- a. Loads planned per briefing. ☒
 b. Passenger manifest on file. ☒

***4. FLIGHT ROUTES.** As filed**5. REFUELING ARRANGEMENTS.** NA**6. REMARKS.**

CPT Richard Jones

(PIC/Air Mission Commander's Signature)

POST-MISSION DEBRIEF

- *1. MISSION STATUS. ☒ Completed as briefed ☐ Not completed (See remarks)
 ☐ Cancelled (See remarks) ☐ Changed (See remarks)

2. PIREPS. None***3. CREW ENDURANCE STATUS.** Crew rest**4. AIRCRAFT STATUS.**

- *a. Maintenance 100% *b. Fuel 100%
 c. Ammunition 100% *d. Avionics 100%

5. REMARKS:

CPT Richard Jones

(PIC/Air Mission Commander's Signature)

*Mandatory for all flights.

DA FORM 5484-R NOV 85

Figure H-2. Sample of a completed DA Form 5484-R (continued)

APPENDIX I**MONTHLY EXCEPTION CERTIFICATION AND CERTIFICATE OF INCAPACITATION**

Personnel who are required to fly a monthly minimum must have their flight hours verified and signed by the unit commander. This verification is called a monthly exception certificate. Personnel who become incapacitated because of an aircraft accident must have a certificate of incapacitation prepared and signed by the appropriate medical authority. Figure I-1 on the next page shows a sample of a monthly exception certificate. Figure I-2 on page I-3 shows a sample of a certificate of incapacitation. AR 37-104-3 provides more information on both certificates.



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY AVIATION CENTER AND FORT RUCKER
FORT RUCKER, ALABAMA 36362-5000

REPLY TO
 ATTENTION OF:

OFFICE SYMBOL (MARKS NUMBER)

DATE

MEMORANDUM FOR Finance and Accounting Office, ATTN: Military Pay
 Section

SUBJECT: Monthly Exception Certificate

1. The following personnel are on authorized flying status and
 have qualified for flight pay for the month of (month):

<u>Name</u>	<u>Pay Grade</u>	<u>SSN</u>
-------------	------------------	------------

2. The following personnel are on authorized flying status and
 have not qualified for flight pay for the month of (month):

<u>Name</u>	<u>Pay Grade</u>	<u>SSN</u>
-------------	------------------	------------

3. The following personnel have met the flight requirements to
 qualify for flight pay for these months:

<u>Name</u>	<u>Pay Grade</u>	<u>SSN</u>
-------------	------------------	------------

Month: Aug	Month: Sep	Month: Oct
Hours Flown:	Hours Flown:	Hours Flown:

4. The POC for this action is SFC Mike Jones, x-1234.

Unit Commander's Signature Block

"Fort Rucker - An Extra Dimension of Excellence"

Figure I-1. Sample monthly exception certificate



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY AVIATION CENTER AND FORT RUCKER
FORT RUCKER, ALABAMA 36382-5000

REPLY TO
ATTENTION OF:

OFFICE SYMBOL (MARKS NUMBER)

DATE

MEMORANDUM FOR Finance and Accounting Office, ATTN: Military Pay
Section

SUBJECT: Certificate of Incapacitation

1. SGT John E. Doe, 123-45-6789, Company D, 2/229 Aviation Regiment, is physically incapacitated and unable to perform his duties as a UH-60 crew chief as a result of a Class B aircraft accident. This incapacity occurred on 18 January 1991 while SGT Doe's unit was maneuvering against an enemy in the northern region of Saudi Arabia during Operation Desert Storm. SGT Doe continued to be incapacitated from 18 January 1991 to 28 February 1991.
2. SGT Doe is entitled to incentive pay during the period of incapacitation as outlined in the DOD Military Pay and Allowances Entitlements Manual.
3. The POC for this action is SFC Mike Jones, x-1234.

Medical Authority's Signature Block

"Fort Rucker - An Extra Dimension of Excellence"

Figure I-2. Sample certificate of incapacitation



1

2



3

4

5



GLOSSARY

A	acceptance test flight
AA	air to air
AAF	Army airfield
accum	accumulated
acft	aircraft
ACIP	aviation career incentive pay
ACP	air control point
ACS&R	air crash, search, and rescue
AD	automatic distribution
admin	administrative
AFB	Air Force base
AFRS	automated flight record system
AFSC	Air Force Systems Command
AFTN	Aeronautical Fixed Telecommunications Network
AH	attack helicopter
AIM	Airman's Information Manual
AL	Alabama
ALNOT	alert notice
alt	altitude
AME	airspace management element
AO	aeroscout observer; aerial fire support observer
APART	Aviator Proficiency and Readiness Test
APU	auxiliary power unit
AR	Army regulation
ARAC	Army radar approach control
ARNG	Army National Guard
ARTCC	Air Route Traffic Control Center
ASED	aviation service entry date
ASO	aviation safety officer
ASR	airport surveillance radar
AT&A	air traffic and airspace
ATC	air traffic control
ATP	aircrew training program
attn	attention
auto	automatic
AV	aviation
avn	aviation
AWS	Air Weather Service
B	backseat
BASOPs	base operations
BHM	Birmingham (Alabama)
bio	biographical

FM 1-300

BOI	basis of issue
BS	backseat
C	combat
cat	category
cav	cavalry
cdr	commander
CE	crew chief
CH	cargo helicopter
civ	civilian
cnld	canceled
co	company
COMUSARCENT	Commander, US Army Central Forces Command
cond	condition
config	configuration
CONUS	continental United States
CP	copilot
CPT	captain
CRM	crew member
CRT	cathode ray tube
CSAR	combat search and rescue
ctrl	control
cyc	cycle
D	day; imminent danger
DA	Department of the Army
DAC	Department of the Army Civilian
DC	District of Columbia
DCSLOG	Deputy Chief of Staff of Logistics
DCSOPS	Deputy Chief of Staff for Operations and Plans
DD	Department of Defense
det	detachment
DG	night vision goggles daylight filter
DMA	Defense Mapping Agency
DMOS	duty military occupational specialty
DOB	date of birth
DOD	Department of Defense
DODAAC	Department of Defense activity address code
dr	direct
DS	direct support; night vision system daylight filter
DSN	Defense Switching Network
DTG	date-time group
DVFR	defense visual flight rules
eject	ejection
ELT	emergency locator transmitter
ETA	estimated time of arrival
eval	evaluation
exam	examination

F	front seat; maintenance test flight
FAA	Federal Aviation Administration
FAAH	Federal Aviation Administration Handbook
FAC	flight activity category
FAR	Federal Aviation Regulation
FARP	forward arming and refueling point
fgn	foreign
FL	Florida
FLEXHA	fuel exhaustion time
FLIP	flight information publication
flt	flight
FM	field manual; frequency modulated
FS	front seat
FSS	flight service station
ft	fort
FW	fixed wing
fwd	forward
G2	Assistant Chief of Staff, G2 (Intelligence)
G3	Assistant Chief of Staff, G3 (Operations and Plans)
GA	Georgia
GCA	ground-controlled approach
GP	general planning
GS	general support
H	hour; hooded instrument flight
HDIP	hazardous duty incentive pay
HF	high frequency
HHC	headquarters and headquarters company
HIRTA	high-intensity radar transmission area
HIT	health indicator test
HO	hands on
HQDA	Headquarters, Department of the Army
hrs	hours
hwy	highway
IAW	in accordance with
ICAO	International Civil Aviation Organization
ID	identification
IDF	1st Infantry Division
IE	instrument flight examiner
IFR	instrument flight rules
IFRF	Individual Flight Records Folder
ILS	instrument landing system
IMC	instrument meteorological condition
info	information
INREQ	information request
IP	instructor pilot

FM 1-300

JAX	Jacksonville (Florida)
JP	jet petroleum
JRCC	joint rescue coordination center
lctd	located
ldg	landing
LOC	localizer
LZ	landing zone
MACOM	major Army command
maint	maintenance
MAJ	major
MARKS	Modern Army Record-Keeping System
MD	Maryland
ME	maintenance test flight evaluator
med	medical
MEDEVAC	medical evacuation
METT-T	mission, enemy, terrain, troops, and time available
MFR	memorandum for record
MHz	megahertz
MI	military intelligence
MIJI	meaconing, intrusion, jamming, and interference
mm	millimeter
MO	Missouri
MOPP	mission-oriented protective posture
MOS	military occupational specialty
MP	maintenance test pilot
msg	message
msn	mission
MTFE	maintenance test flight evaluation
MWA	military weather advisory
N	night
NA	not applicable
NATO	North Atlantic Treaty Organization
nav	navigation
NAVAID	navigational aid
NBC	nuclear, biological, chemical
NCO	noncommissioned officer
NCOIC	noncommissioned officer in charge
NCRM	noncrew-member
NDB	nondirectional radio beacon
neg	negative
NFPA	National Fire Protection Association
NG	night vision goggles; Army National Guard Reserve
NGB	National Guard Bureau
NLT	no later than
no	number

NOE	nap-of-the-earth
nonoper	nonoperational
NOS	National Ocean Survey
NOTAM	notice to airmen
NS	night vision system
NVG	night vision goggles
NWS	National Weather Service
OCONUS	outside continental United States
ODCSOPS	Office of the Deputy Chief of Staff for Military Operations and Plans
OF	optional form
OG	olive drab
OH	observation helicopter
OHR	operational hazard report
OPCON	operational control
oper	operational
OPSEC	operations security
OVR	over
OZR	Ozark (Alabama)
PAR	precision approach radar
PC	pilot in command
PCS	permanent change of station
PERSCOM	United States Army Total Personnel Command
PI	pilot
PID	personnel information data
PIREP	pilot report
PMCS	preventive maintenance checks and services
POB	personnel on board
POC	point of contact
POL	petroleum, oils and lubricants
QALQ	(information request to departure station)
QSTAG	Quadripartite Standardization Agreement
RA	Regular Army
RCC	rescue coordination center
rckt	rocket
regt	regiment
RL	readiness level
RON	remain overnight
RRS	remainder of same route
RW	rotary wing
rwy	runway
S	service
S2	Intelligence Officer (US Army)
S3	Operations and Training Officer (US Army)

SAR	search and rescue
SARCC	search and rescue coordination center
sec	sectional
SF	standard form
SFC	sergeant first class
SGT	sergeant
SI	nonrated standardization instructor
SM	soldier's manual
SMCT	soldier's manual of common tasks
SOP	standing operating procedure
SP	standardization instructor pilot
SSAN	social security account number
SSN	social security number
sta	station
STANAG	Standardization Agreement
std	standard
STP	soldier training publication
sym	symbol
T	training
tac	tactical
TAMMS	The Army Maintenance Management System
TAS	true airspeed
TC	training circular
TD	transmitter distributor
TDA	tables of distribution and allowances
TDY	temporary duty
term	terminal
TERPS	terminal instrument procedures
TG	trainer's guide
TM	technical manual
tng	training
TOC	tactical operations center
TOE	table(s) of organization and equipment
TOW	tube-launched, optically tracked, wire-guided missile
TR	terrain flight
UCN	urgent change notice
UH	utility helicopter
UHF	ultrahigh frequency
UP	under provisions of
US	United States (of America)
USAAVNC	United States Army Aviation Center
USAF	United States Air Force
USAR	United States Army Reserve
USCG	United States Coast Guard
UT	unit trainer

VA	Virginia
VFR	visual flight rules
VHF	very high frequency
VIP	very important person
VMC	visual meteorological condition
vol	volume
VOR	VHF omnidirectional radio range
W	weather instrument flight
WATS	wide area telephone service
X	experimental test flight
XP	experimental test pilot



1

2



3

4



REFERENCES

SOURCES USED

These are the sources quoted or paraphrased in this publication.

Army Regulations

- AR 200-1. Environmental Protection and Enhancement. 23 April 1990.
- AR 215-2. The Management and Operation of Army Morale, Welfare and Recreation Programs and Nonappropriated Fund Instrumentalities. 31 October 1986.

Corps of Engineers Guide Specifications

CE-250
CE-820

These specifications are available from the US Army Publications Distribution Center, 2800 Eastern Boulevard, Baltimore, MD 21220-2896.

Federal Aviation Administration Advisory Circulars

FAA Advisory Circular 70/7460-1
FAA Advisory Circular 150/5340-1D

These publications are available from the Director, US Army Aeronautical Services Agency, ATTN: MOAS-AI, Cameron Station, Alexandria, VA 22304-5050.

International Standardization Agreements

- QSTAG 585 (Edition One). Procedures for Marshalling Helicopters in Multi-National Land Operations. 23 April 1981.
- STANAG 2952 (Edition One). Procedures for Providing Restricted Areas for NATO Military Aircraft While Using Military Airfields of Other NATO Nations. 10 August 1987.
- STANAG 3117 (Edition Five) and AIR STD 44/42A. Aircraft Marshalling Signals. 17 October 1985.

US Army Aviation Branch Safety Office Publication

Guide to Aviation Resources Management for Aircraft Mishap Prevention, 12th Edition. March 1992.

This publication is available from the Aviation Branch Safety Office, ATTN: ATZQ-S, Fort Rucker, AL 36362-5034.

DOCUMENTS NEEDED

These documents must be available to the intended users of this publication.

Army Regulations

- *AR 25-30. The Army Integrated Publishing and Printing Program. 28 February 1989.
- *AR 25-50. Preparing and Managing Correspondence. 21 November 1988.
- *AR 25-400-2. The Modern Army Recordkeeping System (MARKS). 15 October 1986.
- *AR 37-104-3. Military Pay and Allowances Procedures: Joint Uniform Military Pay System-Army (JUMPS-Army). 3 March 1988.
- *AR 95-1. Army Aviation: Flight Regulations. 30 May 1990.
- *AR 95-2. Air Traffic Control, Airspace, Airfields, Flight Activities and Navigational Aids. 27 September 1990.
- *AR 95-3. Aviation: General Provisions, Training, Standardization, and Resource Management. 27 September 1990.
- *AR 95-10. The US Military Notice to Airmen (NOTAM) Systems. 27 September 1990.
- *AR 95-11. Military Flight Data Telecommunications System. 31 May 1988.
- *AR 95-27. Operational Procedures for Aircraft Carrying Hazardous Materials. 9 March 1984.
- *AR 95-87. Aircraft Hurricane Evacuation. 18 July 1986.
- AR 220-15. Journals and Journal Files. 1 December 1983.
- *AR 310-10. Military Orders. 3 November 1975.
- *AR 385-30. Safety Color Code Markings and Signs. 15 September 1983.
- *AR 385-40. Accident Reporting and Records. 1 April 1987.
- *AR 385-95. Army Aviation Accident Prevention. 20 May 1991.
- *AR 420-22. Preventive Maintenance and Self-Help Programs. 6 July 1976.

*This source was also used to develop this publication.

- *AR 420-72. Surfaced Areas, Bridges, Railroad Track, and Associated Appurtenances. 28 March 1991.
- *AR 420-90. Fire Protection. 1 February 1985.
- *AR 500-60. Disaster Relief. 1 August 1981.
- AR 525-90. Wartime Search and Rescue (SAR) Procedures. 25 February 1985.
- *AR 530-1. Operations Security (OPSEC). 1 May 1991.
- *AR 600-105. Aviation Service of Rated Army Officers. 1 December 1983.
- *AR 600-106. Flying Status for Nonrated Army Aviation Personnel. 2 March 1992.
- AR 672-5-1. Military Awards. 12 April 1984.

Department of the Army Forms

- *DA Form 201A. Field Personnel File Divider. October 1971.
- *DA Form 348. Equipment Operator's Qualification Record (Except Aircraft). October 1964.
- *DA Form 759. Individual Flight Record and Flight Certificate--Army. (Projected date: June 1993.)
- *DA Form 759-1. Individual Flight Record and Flight Certificate--Army, Aircraft Closeout Summary. (Projected date: June 1993.)
- *DA Form 759-2. Individual Flight Record and Flight Certificate--Army, Flying Hours Worksheet. September 1986.
- *DA Form 759-3. Individual Flight Record and Flight Certificate--Army, Flight Record and Flight Pay Work Sheet. (Projected date: June 1993.)
- *DA Form 1352. Army Aircraft Inventory, Status, and Flying Time. October 1979.
- *DA Form 1594. Daily Staff Journal or Duty Officer's Log. November 1962.
- *DA Form 2028. Recommended Changes to Publications and Blank Forms. February 1974.
- *DA Form 2283. Army Aviation Instrument Flight Log. August 1966.
- *DA Form 2397-10-R. Technical Report of US Army Aircraft Accident--Part XI, Personnel Protective/Escapes/Survival/Rescue Data. March 1983.
- *DA Form 2407. Maintenance Request. August 1988.
- *DA Form 2408-12. Army Aviator's Flight Record. January 1992.
- DA Form 2408-13. Aircraft Status Information Record. October 1991.
- *DA Form 2696-R. Operational Hazard Report. March 1983.
- DA Form 2765. Request for Issue or Turn-In. April 1976.
- DA Form 2765-1. Request for Issue or Turn-In. April 1976.
- *DA Form 3513. Individual Flight Records Folder, United States Army. June 1969.
- *DA Form 3588. COMM Card. June 1992.
- DA Form 3643. Daily Issues of Petroleum Products. April 1985.

FM 1-300

DA Form 3644. Monthly Abstract of Issues of Petroleum Products and Operating Supplies. April 1985.

*DA Form 4186. Medical Recommendation for Flying Duty. January 1985.

DA Form 4702-R. Monthly Bulk Petroleum Accounting Summary. April 1985.

DA Form 4702-R-E. Monthly Bulk Petroleum Accounting Summary. April 1985.

*DA Form 5484-R. Aircrew Mission Briefing. November 1985.

Department of the Army Pamphlets

*DA Pam 385-95. Aircraft Accident Investigation and Reporting. 15 June 1983.

*DA Pam 738-751. Functional Users Manual for the Army Maintenance Management System-Aviation (TAMMS-A). 15 January 1988.

Department of Defense Flight Information Publication

*DOD FLIP General Planning

This publication is available from the Director, US Army Aeronautical Services Agency, ATTN: MOAS-AI, Cameron Station, Alexandria, VA 22304-5050.

Department of Defense Forms

*DD Form 175. Military Flight Plan. May 1986.

*DD Form 175-1. Flight Weather Briefing. September 1989.

*DD Form 365-4. Weight and Balance Clearance Form F. April 1989.

DD Form 1348-1. DOD Single Line Item Release/Receipt Document. September 1987.

*DD Form 1801. DOD International Flight Plan. May 1987.

*DD Form 1898. Avfuels Into-Plane Contract Sales Slip. August 1986.

Department of Defense Publication

*DODPM. DOD Military Pay and Allowances Entitlements Manual. 9 March 1987.

Federal Aviation Administration Form

FAA Form 7233-1. Flight Plan.

This form is available from the Superintendent of Documents, Government Printing Office, Washington, DC 20402.

Federal Aviation Administration Handbooks

- *FAAH 7110.10. Flight Services.
- *FAAH 7110.65. Air Traffic Control.
- FAAH 7340.1. Contractions.
- *FAAH 7350.6. Location Identifiers.
- *FAAH 7930.2. National Notice to Airmen (NOTAM) System.

These publications are available from the Director, US Army Aeronautical Services Agency, ATTN: MOAS-AI, Cameron Station, Alexandria, VA 22304-5050.

Federal Aviation Regulations

- *Airman's Information Manual
- *FAR, Part 139

These publications are available from the Director, US Army Aeronautical Services Agency, ATTN: MOAS-AI, Cameron Station, Alexandria, VA 22304-5050.

Federal Specifications and Standard

- *Federal Specification L-S-300
- *Federal Specification TT-P-85
- *Federal Specification TT-P-115
- *Federal Specification TT-P-1952
- *Federal Standard 595

These publications are available from the Commander, Naval Publications Center, 5801 Tabor Avenue, Philadelphia, PA 19120.

Field Manuals

- FM 1-100. Doctrinal Principles for Army Aviation in Combat Operations. 28 February 1989.
- FM 1-101. Aircraft Battlefield Survivability. 5 December 1990.
- FM 1-103. Airspace Management and Army Air Traffic in a Combat Zone. 30 December 1981.
- FM 1-104. Forward Arming and Refueling Points. 31 July 1985.
- FM 1-109. Aviation Self-Deployment Planning. 29 May 1987.
- FM 1-111. Aviation Brigades. 27 August 1990.
- FM 1-112. Tactics, Techniques, and Procedures for the Attack Helicopter Battalion. 21 February 1991.
- FM 1-114. Tactics, Techniques, and Procedures for the Regimental Aviation Squadron. 20 February 1991.
- FM 1-116. Tactics, Techniques, and Procedures for the Air Cavalry/Reconnaissance Troop. 20 February 1991.
- FM 1-117. Air Reconnaissance Squadron. 30 May 1989.
- FM 1-230. Meteorology for Army Aviators. 30 September 1982.

FM 1-300

- *FM 1-303. Air Traffic Control Facility Operations and Training.
(Projected date: April 1993.)
- *FM 1-400. Aviator's Handbook. 31 May 1983.
- *FM 1-402. Aviator's Recognition Manual. 6 August 1984.
- FM 5-36. Route Reconnaissance and Classification. 10 May 1985.
- FM 5-103. Survivability. 10 June 1985.
- FM 8-10-6. Medical Evacuation in a Theater of Operations:
Tactics, Techniques, and Procedures. 10 June 1991.
- *FM 10-20. Organizational Maintenance of Military Petroleum
Pipelines, Tanks and Related Equipment. 3 December 1986.
- *FM 10-68. Aircraft Refueling. 29 May 1987.
- *FM 10-69. Petroleum Supply Point Equipment and Operations.
22 October 1986.
- *FM 10-70. Inspecting and Testing Petroleum Products. 9 May
1983.
- *FM 10-71. Petroleum Tank Vehicle Operations. 12 May 1978.
- *FM 11-50. Combat Communications Within the Division (Heavy and
Light). 4 April 1991.
- FM 17-50-1. Attack Helicopter Team Handbook. 9 May 1983.
- FM 17-95. Cavalry Operations. 19 September 1991.
- FM 19-30. Physical Security. 1 March 1979.
- FM 21-11. First Aid for Soldiers. 27 October 1988.
- FM 21-26. Map Reading and Land Navigation. 30 September 1987.
- *FM 21-60. Visual Signals. 30 September 1987.
- FM 22-6. Guard Duty. 17 September 1971.
- FM 24-17. Tactical Records Traffic System (TRTS). 17 September
1991.
- FM 24-33. Communications Techniques: Electronic Counter-
Countermeasures. 17 July 1990.
- FM 25-101. Battle Focused Training. 30 September 1990.
- *FM 44-30. Visual Aircraft Recognition. 28 October 1986.
- *FM 55-9. Unit Air Movement Planning. 31 August 1981.
- FM 57-38. Pathfinder Operations. 9 October 1968.
- FM 90-4. Air Assault Operations. 16 March 1987.
- *FM 90-18. (CSAR) Multi-Service Procedures for Combat Search and
Rescue. 31 May 1991.
- FM 100-26. The Air-Ground Operations System. 30 March 1973.
- FM 100-103. Army Airspace Command and Control in a Combat Zone.
7 October 1987.
- *FM 101-5. Staff Organization and Operations. 25 May 1984.
- *FM 101-5-1. Operational Terms and Symbols. 21 October 1985.

Military Specifications

- *MIL-A-83411
- *MIL-U-10866C

These publications are available from the Commander, Naval
Publications Center, 5801 Tabor Avenue, Philadelphia, PA 19120.

National Fire Protection Association Standard

*NFPA Standard 10. Standard for Portable Fire Extinguishers. 1984.

This publication is available from the National Fire Protection Association, Battery March Park, Quincy, MA 02269.

Optional Form

OF 346. US Government Motor Vehicle Operator's Identification Card. November 1985.

Soldier Training Publications

*STP 1-93P1-SM. Soldier's Manual, MOS 93P, Aviation Operations Specialist, Skill Level 1. 25 September 1990.

*STP 1-93P24-SM-TG. Soldier's Manual, Skill Levels 2/3/4, and Trainer's Guide, MOS 93P, Aviation Operations Specialist. 25 September 1990.

*STP 21-1-SMCT. Soldier's Manual of Common Tasks, Skill Level 1. 1 October 1990.

*STP 21-24-SMCT. Soldier's Manual of Common Tasks, Skill Levels 2/3/4. 1 October 1992.

Standard Form

SF 368. Product Quality Deficiency Report. October 1985.

Technical Bulletin

*TB 5-4200-200-10. Hand Portable Fire Extinguishers Approved for Army Users. 30 September 1991.

Technical Manuals

TM 5-803-4. Planning of Army Aviation Facilities. 15 July 1983.

*TM 5-823-4. Marking of Army Airfield-Heliport Operational and Maintenance Facilities. 7 July 1987.

*TM 38-250. Packaging and Materials Handling: Preparing of Hazardous Materials for Military Air Shipments. 22 December 1991.

TM 38-750. Army Equipment Record Procedures. 1 May 1968.

*TM 55-1500-204-25/1. General Aircraft Maintenance Manual. 6 April 1970.

FM 1-300

Training Circulars

- *TC 1-201. Tactical Flight Procedures. 20 January 1984.
- TC 1-204. Night Flight Techniques and Procedures. 27 December 1988.
- *TC 1-210. Aircrew Training Program: Commander's Guide to Individual and Crew Training. 20 May 1992.

READINGS RECOMMENDED

These readings contain relevant supplemental information.

Air Weather Service Regulation

AWS 105-13. Flight Weather Briefing. 7 January 1991.

This publication is available from the US Air Force Publications Distribution Center, 2800 Eastern Boulevard, Baltimore, MD 21220-2898.

Army Regulations

- AR 40-501. Standards of Medical Fitness. 1 July 1987.
- AR 385-10. Army Safety Program. 23 May 1988.
- AR 385-30. Safety Color Code Markings and Signs. 15 September 1983.
- AR 525-1. The Department of the Army Command and Control System. 2 December 1985.
- AR 525-13. (O) The Army Combatting Terrorism Program. 26 June 1992.
- AR 525-25. Responsibilities for Tactical Air Control Parties. 6 June 1986.

Department of Defense Regulation

DOD Reg 4515.13-R. Department of Defense Air Transportation Eligibility Regulation. 1 January 1980.

Field Manuals

- FM 1-102. Army Aviation in an NBC Environment. 30 September 1985.
- FM 1-302. Aviation Life Support Equipment (ALSE) for Army Aircrews. 30 September 1983.
- FM 3-100. NBC Defense, Chemical Warfare, Smoke, and Flame Operations. 23 May 1991.
- FM 21-10. Field Hygiene and Sanitation. 22 November 1988.
- FM 24-1. Signal Support in the AirLand Battle. 15 October 1990.

- FM 31-70. Basic Cold Weather Manual. 12 April 1968.
- FM 34-1. Intelligence and Electronic Warfare Operations. 2 July 1987.
- FM 44-8. Small Unit Self-Defense Against Air Attack. 30 December 1981.
- FM 55-60. Army Terminal Operations. 18 May 1987.
- FM 63-2. Division Support Command, Armored, Infantry, and Mechanized Infantry Divisions. 20 May 1991.
- FM 90-21. (JAAT) Multi-Service Procedures for Joint Air Attack Team Operations. 18 October 1991.
- FM 100-10. Combat Service Support. 18 February 1988.
- FM 100-20. Military Operations in Low Intensity Conflict. 5 December 1990.
- FM 100-27. US Army/US Air Force Doctrine for Joint Airborne and Tactical Airlift Operations. 31 January 1985.
- FM 100-28. Doctrine and Procedures for Airspace Control in the Combat Zone. 1 December 1975.
- FM 100-42. US Air Force/US Army Airspace Management in an Area of Operations. 1 November 1976.
- FM 704-28. Classes of Supply. 1 February 1979.



1

2



3

4



INDEX

This index is organized alphabetically by topics and subtopics. Topics and subtopics are identified by page numbers.

ACIP. See Aviation, career incentive pay.

AFRS. See Automated flight record system.

Air

crash, search, and rescue, 1-4, 2-22, 2-23

navigation obstruction

lighting, 3-3

marking, 3-3

traffic and airspace officer, 1-2, 1-4, 1-6, 1-8

traffic control

chief, 1-4, 1-5, 1-6, 1-8

division, 1-1 through 1-3, 1-5, 1-6

light signals, 2-2, 3-7

Aircraft

accident

classification, 6-3, 7-42, 7-89

investigation, 1-6, 1-7, 6-3, 7-3

prevention survey, 6-1

assignment, 5-5

closeout summary

nonrated crew member. See Nonrated crew member flight

records, aircraft closeout summary.

rated crew member. See Rated crew member flight records, aircraft closeout summary.

identification, 2-13

refueling, 3-5, 3-7, 4-1 through 4-4, 5-8

service personnel, 3-1, 3-2

tiedown, 3-5, 6-2

Aircraft

briefings, 2-6, 2-7, 5-20, H-1 through H-6

missions, 5-20

training

program, 5-7, 5-8, 7-4 through 7-6, 7-14, 7-15, 7-37, 7-39, 7-42, 7-43, 7-76, 7-89, 7-90

records, 5-7, 5-8

Airfield

appearance, 3-5

certification, 2-19, 2-20, A-1

command element, 1-1

commander, 1-3, 1-4, 1-8, 2-4, 2-5, 2-20, C-1

hazards marking, 3-3

FM 1-300

- inspection, 2-20, 3-1, 3-7, A-1
- joint use, 2-23
- management considerations, 1-4, A-1 through A-5
- operations
 - division, 1-1, 1-2
 - manual, 2-20, 2-21
 - officer, 1-4 through 1-8, 2-6, 2-24, 3-7, C-1
- organization, 1-1
- safety officer, 1-6, 1-7
- services, 1-1, 1-3, 1-4, 1-8, 2-2
- Airspace
 - management element, 5-2
 - overlay, 5-19, 5-20
- AIR STD 44/42A, 3-9
- Alert
 - notice, C-11 through C-13
 - notification, 5-11
- ALNOT. See Alert, notice.
- AME. See Airspace, management element.
- Anchors, 3-5
- Annual closeout
 - nonrated crew member. See Nonrated crew member flight records, annual closeout.
 - rated crew member. See Rated crew member flight records, annual closeout.
- APART. See Aviator Proficiency and Readiness Test.
- Army Aviator's Flight Record (DA Form 2408-12), 7-17 through 7-19, 7-23, 7-44, 7-45
- AT&A officer. See Air, traffic and airspace officer.
- ATP. See Aircrew, training program.
- Automated flight record system, 7-20 through 7-22
- Aviation
 - career incentive pay, 7-10, 7-11
 - operations specialist, 2-1 through 2-3, 2-7, 5-4, 5-5, 5-8, 5-12
 - position
 - nonoperational, 7-1 through 7-3, 7-7, 7-17, 7-34, 7-35, 7-42
 - operational, 7-1 through 7-3, 7-7, 7-10, 7-11, 7-17, 7-34, 7-35, 7-42
 - service entry date, 7-31
- Aviator Proficiency and Readiness Test, 7-37 through 7-39, 7-76
- Base operations, 2-10, 2-11, 2-18
- BASOPs. See Base operations.
- Blank form requisition, 7-1
- Certificate of incapacitation, 7-14, I-1, I-3
- Civilian flight hours, 7-17, 7-36, 7-37, 7-42, 7-75
- Classified cargo, 6-5

Clubs

flying, 2-24, A-2
 model airplane, A-2
 sports parachute, 2-24, A-2

Combat

hours, 7-23, 7-29, 7-37, 7-42, 7-55, 7-63, 7-75, 7-89
 search and rescue, 5-20, C-6

Communications

center, 2-10
 chief, 5-5, 5-19
 equipment, 5-5, 5-18
 landline, 5-19
 network, 5-18
 search, 2-11, 2-12, C-7, C-10, C-12
 security, 5-5, 5-18, 5-19
 system, 1-5, 2-10, 5-18, 5-19

Compass-swinging bases, 3-3

Component designation, 7-35, 7-39, 7-73

Consolidation work sheet

nonrated crew member. See Nonrated crew member flight records,
 consolidation work sheet.

rated crew member. See Rated crew member flight records,
 consolidation work sheet.

Crash alarm systems, 2-3, 2-4, C-3 through C-5

Crew-designated station, 7-35

Crew endurance, 5-2, 5-4, 5-16, H-3

Crowd control, C-3

Daily staff journal, 5-14

Decontamination stations, 5-3

Defense Mapping Agency, D-1, D-2, D-4, D-9

Disabled aircraft removal, C-3, C-4

Disaster relief operations, 6-2

DMOS. See Duty military occupational specialty.

Duty military occupational specialty, 7-35, 7-73, 7-74

ELT. See Emergency locator transmitter.

Emergency locator transmitter, C-12, C-16, C-17

FAC. See Flight, activity category.

Facility memorandum, 2-22, A-1, B-1, B-2

FARP. See Forward arming and refueling point.

Fire

extinguisher, 3-4, 3-5, 4-3
 fighting, 6-5, C-4
 hydrant, 3-4

Flight

activity category, 7-37, 7-43, 7-76
 condition symbols. See Symbols, flight condition.
 dispatch section, 2-3 through 2-5

FM 1-300

- evaluation board, 7-15, 7-43
- information publications, 2-2, 2-4, 2-8, 2-13, 2-18, 2-24, 5-6, D-1 through D-9
- movement messages, 2-10, 2-13 through 2-17
- operations chief, 1-7, 1-8
- physical, 7-5, 7-9, 7-38, 7-76
- planning room, 2-3, 2-6 through 2-9, 5-7
- position. See Aviation, position.
- service communications system, 2-10
- service station, 2-5, 2-10 through 2-12, 2-15 through 2-17, 5-7, C-6, C-9 through C-13, C-15, C-16
- simulator, 7-22, 7-23, 7-28, 7-29, 7-35, 7-36
- surgeon, 7-2, 7-3, 7-7, 7-8, 7-45, 7-47, 7-57, 7-66, 7-67, 7-74, 7-79, 7-80

FLIP. See Flight, information publications.

Flying

- duty symbols. See Symbols, flying duty.
- hour reports, 5-4

Forward arming and refueling point, 5-18

FSS. See Flight, service station.

Fuel

- contamination, 4-3
- exhaustion time, C-8, C-13, C-14
- sample bottles, 3-5

Gates, 7-10, 7-11

Ground guides, 3-2, 3-9

Grounding rods, 3-5

Hazardous

- area services, C-16
- cargo, 2-4, 2-21, 6-4, 6-5
- duty incentive pay, 7-10, 7-12, 7-13, 7-43, 7-45, 7-54

HDIP. See Hazardous, duty incentive pay.

Heliport hazards marking. See Airfield, hazards marking.

High wind evacuation. See Hurricane evacuation.

Historical

- hours, 7-35, 7-37, 7-43, 7-75, 7-90
- narrative, 7-39, 7-76

Hurricane evacuation, 6-2, A-2

IFRF. See Individual Flight Records Folder.

Imminent danger hours, 7-22, 7-29, 7-37, 7-42, 7-55, 7-63, 7-75, 7-89

Individual Flight Records Folder, 7-2, 7-3 through 7-10

Information request, C-9 through C-11

INREQ. See Information request.

Joint rescue coordination center, C-6, C-14, C-15
 Joint-use airspace, 1-4, 1-6
 JRCC. See Joint rescue coordination center.

Letter of agreement, 1-5, 2-10, 2-22, 2-23, B-1, B-4
 Lounge
 pilots, 2-9, 2-10
 VIP, 2-19

Map
 air crash, search, and rescue, 2-21, 2-22, C-4
 crash rescue, 2-8
 hazard, 1-5, 5-2, 5-7
 operations, 5-12, 5-19, 5-20
 reconnaissance, 5-19
 situation, 5-11, 5-12, 5-19, 5-20
 tactical, 2-9, 5-20

MARKS. See Modern Army Record-Keeping System.

Marshalers. See Ground guides.

Medical
 clearance, 7-7, 7-9
 examination. See Flight, physical.
 grounding, 7-43
 suspension, 7-7, 7-89
 waiver, 7-6, 7-7, 7-42, 7-89

Message
 flight movement. See Flight, movement messages.
 priority, 2-12
 remain overnight, 2-17, 2-18
 Service B, 2-10 through 2-12, 2-18, A-4, C-9, C-11, C-13, F-1
 through F-5
 Service F, 2-10, C-13

Microprocessors, 2-10

Mission symbols. See Symbols, mission.

Modern Army Record-Keeping System, 7-4 through 7-6

Monthly exception certificate, 7-13, 7-14, I-1, I-2

National Search and Rescue Plan, 2-11, 2-19, C-4, C-6

Night signaling, 3-9

Night vision
 goggles, 7-17, 7-35, 7-36, 7-74
 system, 7-17, 7-35, 7-36, 7-74

Nonrated crew member flight records

 aircraft closeout summary
 completed forms (samples), 7-64 through 7-72
 preparation instructions, 7-62, 7-63
 annual closeout
 completed forms (samples), 7-77 through 7-88
 preparation instructions, 7-73 through 7-76

FM 1-300

- consolidation work sheet
 - completed forms (samples), 7-56 through 7-61
 - preparation instructions, 7-53 through 7-55
- temporary work sheet
 - completed forms (samples), 7-46 through 7-52
 - preparation instructions, 7-43 through 7-45
- NOTAM display board, 2-9

Obstruction

- lighting, 3-3
- marking, 2-20, 2-21, 3-3
- OHR. See Operational hazard report.
- Operational hazard report, 1-6, 2-7, 6-3, A-3
- Operations letter, 1-5, 2-23, B-1, B-3
- OPSEC
 - procedures, 2-18, 2-23, 5-4
 - violations, 2-1, 2-2, 3-2, 5-5, 5-14
- Overdue aircraft actions, 2-2, 2-11, 2-12, 5-4, 6-2, C-6 through C-17

- Personnel refueling requirements, 4-3
- Petroleum, oils and lubricants, 1-1, 1-2, 3-7, 4-1 through 4-4
- POL. See Petroleum, oils and lubricants.
- Preaccident plan, 1-5, 6-1 through 6-3, C-3, C-4

- QALQ message, C-7 through C-9
- QSTAG 585, 3-9

Rated crew member flight records

- aircraft closeout summary
 - completed forms (samples), 7-30 through 7-33
 - preparation instructions, 7-28, 7-29
- annual closeout
 - completed form (sample), 7-40, 7-41
 - preparation instructions, 7-34 through 7-39
- consolidation work sheet, 7-21, 7-26, 7-27
- temporary work sheet
 - completed forms (sample), 7-24, 7-25
 - preparation instructions, 7-22, 7-23
- Records and reports, 5-13, 5-14
- Refuelers, 4-2, 4-3
- Rescue coordination center, C-6, C-9 through C-15
- Restricted area usage, 2-18, G-1 through G-3
- Runway markers, 3-2, 3-3

- Search and rescue, 2-11 through 2-13, 2-19, 2-21, 2-22, 5-4, 5-11, 5-12, 5-20, A-4, C-4 through C-17
- Seat designation, 7-22, 7-23, 7-28, 7-29, 7-35, 7-36
- Service component category code. See Component designation.
- Shift change briefings, 2-4, E-2, E-3

Signal flags, 3-9
 Snow and ice, 2-21, 3-2, 3-3, 3-6
 Spark arresters, 3-7
 Special mission aircraft, 2-13
 STANAG
 2952, G-1
 3117, 3-9
 Standard remarks (examples)
 nonrated crew member, 7-73, 7-76, 7-89, 7-90
 rated crew member, 7-34, 7-39, 7-42, 7-43
 Symbols
 flight condition, 7-15 through 7-17, 7-22, 7-23, 7-29, 7-44,
 7-45, 7-53, 7-62
 flying duty, 7-15 through 7-17, 7-22, 7-29, 7-44, 7-45, 7-53,
 7-62, 7-63
 mission, 7-15, 7-16, 7-22, 7-23, 7-44, 7-45

 Tactical operations center
 communications, 5-14, 5-16
 jump, 5-10, 5-19
 movement preparation, 5-18
 operational requirements, 5-16, 5-17
 recovery operations, 5-17
 security, 5-9, 5-11, 5-14
 setup, 5-14
 teardown, 5-16
 Temporary work sheet
 nonrated crew member. See Nonrated crew member flight records,
 temporary work sheet.
 rated crew member. See Rated crew member flight records,
 temporary work sheet.
 TOC. See Tactical operations center.
 Training
 cross, 5-8
 driver, 5-9
 field operations, 5-8
 generator, 5-10
 guard, 5-9, 5-10
 gunner, 5-9, 5-10
 radio, 5-10
 switchboard, 5-10
 Two-way radio communications, 3-10

 Unidentified flying objects, 2-1
 Urgent change notice, D-1

FM 1-300

Vehicle

- drivers, 3-7, 3-8, 3-10, 4-2, 5-9, 5-11
- markings, 3-7
- movement, 3-7, 3-8
- preoperational checks, 4-2, 4-3

Water rescue, C-2, C-3

Weather

- briefing, 2-5, 2-6, 2-9, 5-6, 5-7
- facility, 2-5, 2-7
- report, 2-6, 2-7, 5-13, 5-18
- section, 2-5, 2-6
- station, 5-6, 5-7
- warning, 2-2, 2-4, 2-6, 6-2

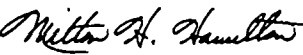
Wheel chock marking, 3-4

Wreckage, C-4

FM 1-300
22 JUNE 1993

By Order of the Secretary of the Army:

Official:


MILTON H. HAMILTON
*Administrative Assistant to the
Secretary of the Army*

04166

DISTRIBUTION:

Active Army, USAR, and ARNG: To be distributed in accordance with DA Form 12-11E, requirements for FM 1-300, Flight Operations Procedures (Qty rqr block no. 0724).



1

2



3

4



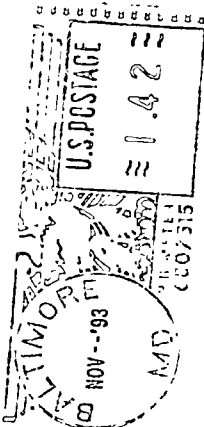
5



3000015501



USPS BOUND PRINTED MATTER 4.1



BOUND PRINTED MATTER
U.S. POSTAGE PAID
BALTIMORE, MD
PERMIT NO. 2468

FOURTH CLASS MAIL

DEPARTMENT OF THE ARMY
U.S. ARMY PUBLICATIONS
DISTRIBUTION CENTER
2800 EASTERN BOULEVARD
BALTIMORE, MD 21220-2896

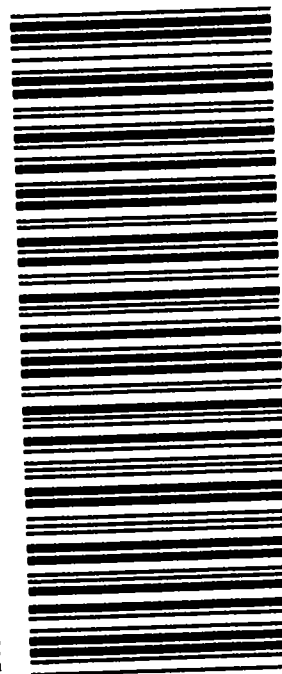
OFFICIAL BUSINESS

DA PUBLICATION FORM NUMBER		CHG OR DATE	PKG ID#	32014080	SOBT
FM 1-500		000			63
LOCATION	QUANTITY	UNIT OF ISSUE	ACTION	REQN DATE	ITEM NO.
A 0119A2	3	EA	10	0774	070130

PENTAGON LIBRARIAN
USASCAF OSA (JDHQ-PL-R)
PENTAGON RM 1A518

1116

WASHINGTON DC 20310-6000 ZONE=1



63 D0774

USAPDC-B Label 1 1 Apr 89
HOT LINE; 584-2533 (AUTOVON) OR (301) 671-2533 (COMM) 320078

